

POSITION DESCRIPTION



POSITION TITLE:	Boarding Supervisor
SECTION:	St Augustine's College
REPORTS TO:	College Principal
CLASSIFICATION:	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i>
AUTHORISATION:	Executive Director

As a Catholic College for boys (Year 7 – Year 12) in the Marist tradition, the Gospel is at the heart of all we do. Everyday moments of prayer, reflection, and peacefulness in the light of the Gospel have a formative influence on the culture of our College. We consciously seek to adopt St Marcellin Champagnat's vision that "to educate young people, you must love them, and love them all equally". It is from this vision together with the defining characteristics of Marist Education - Presence, Simplicity, Family Spirit, Love of Work, and In the Way of Mary that our distinct culture is shaped. We aim to be close to the most vulnerable and accompany our students in their development as good Christians and good citizens.

The teacher at St Augustine's College has an indispensable role to play in supporting and promoting the mission and goals of the College where faith and educational excellence are reconciled. It is important that teachers see themselves as being in cooperative partnership with parents and the Catholic Community and seek to support the Marist Charism in dynamic ways. A St Augustine's College teacher displays a generosity of spirit through their involvement in all aspects of College life. The young people in our care should develop skills in building positive relationships based on those modelled by College staff. Teaching practices at St Augustine's College are focused on the continual development and enrichment of the educational experiences and outcomes for all students as they develop into young men with 'strong minds' and 'gentle hearts'.

Catholic Education – Diocese of Cairns

Catholic Education - Diocese of Cairns (CEDC) is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22nd Century.

Our vision is to offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.

CEDC is committed to this vision through Co-Leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

CEDC embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11,500 students and 1,500 staff.

Leadership and strategic management is the responsibility of the Executive Director of CEDC. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates a number of significant delegations which include:

Support of the mission of the Church as delivered through Catholic Education

Support of schools by providing services that strengthen school capacity

Provision of leadership and forward planning to develop organisational capability

Distribution to schools of government allocated funds and their accountability

Monitoring quality of schools and compliance/accountability with requirements of governments, Church, and parents

Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

Our staff are supported to experience success and satisfaction in their vital role.

Cairns also offers many lifestyle opportunities that can be found in few other places and is surrounded by World Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest, all within an hour's journey from the growing City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.

Purpose Of The Role

As a Boarding Supervisor you will:

- Ensure the wellbeing and growth of the boarders in your care
- Maintain a supportive and inclusive boarding community



Essential Duties and Responsibilities

Typical duties performed may include, but are not limited to:

These are the typical duties and areas of responsibility that all Boarding Supervisors at the College are expected to uphold. As a part of the duty team, be required to assist with:

- Supervision and assistance during boarding study program.
- Assist student literacy development.
- Perform within well-established routines, administrative tasks associated with the delivery of the boarding study program.
- Under direct and/or routine supervision, perform tasks of limited complexity, associated with the boarding study program, such as implementing and supervising intervention.
- Provide support to students which is responsive to their learning needs.
- Supervision of boarder set co-curricular activities.
- Discipline and pastoral care of boarders.
- Early morning and lights out duties.
- Supervision shift to be available to boarders as a first contact to check students in and out of residence.
- Driving / Transport as required.
- Attend boarding meetings as nominated by the Director of Boarding
- Maintain appropriate behaviours when engaging with children.
- Any other relevant duties as directed by the Principal

Genuine Occupational Requirements

- Capacity to deal with confidential information with sensitivity and discretion.
- Accountable and responsible for ensuring professional behaviour.
- Ability to cope with own emotions and behaviour effectively.
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others.
- Ability to maintain an appropriate level of confidentiality.
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position.
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice.
- Ability to prioritise workloads and manage multiple tasks with competing timelines.
- Ability to accept responsibility for own work.
- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks.
- To be able to utilise available resources to support students.
- Ability to work independently with students in the support of developing their skills.
- Knowledge of the reporting requirements for behavioural plans and incidents.
- Ability to contribute to the development of individual education and behaviour plans.
- Understanding of child development and its relationship with social and emotional.



- Facilitate the prevention of child harm by recognising and responding appropriately

Physical requirements of the position:

- Work is normally performed in a typical interior and/or classroom environment
- Work may be performed in an outdoors environment and may involve frequent exposure to elements such as weather (sun/wind/rain), dust, dirt, fumes and/or loud noises
- Manoeuvring within the office/school environment appropriate to the position
- Driving of a motor vehicle
- Frequent use of telecommunication and electronic equipment
- Work environment may involve exposure to potentially dangerous materials and situations that requires following safety precautions and may involve the use of protective equipment
- Work environment may involve the use of tools, machinery and other equipment that requires following safety precautions and may involve the use of protective equipment

Mandatory Qualifications And Requirements

- Capacity to understand and implement Duty of Care and Workplace Health and Safety requirements
- Unless an exemption applies all staff are required to hold a current Working With Children Blue Card or be eligible to apply
- Current drivers licence
- Current First-Aid & CPR
- A strong demonstrated commitment to the objectives, vision, and ethos of Catholic Education
- Promote child safety at all times

Related Documents

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland

Additional Information

- The appointee to this position will be required to complete a period of 6 months’ probation, in accordance with The Fair Work Act 2009.
- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.
- A non-smoking policy is effective in Catholic Education Services buildings, offices and motor vehicles
- The appointment is conditional on the Boarding Supervisor qualifying for a Suitability Card for Child Related Employment issued by the Queensland Commission for Children and Young People, and following a lifestyle that is not inconsistent with the teachings and moral principles espoused by the Catholic Church. Other requirements, customs and practices are set out in the Boarding Staff Handbook.



Employee Acceptance

The employee’s signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

Employee Name:

Signature:

Date:

