



POSITION TITLE:	Boarding Supervisor
REPORTS TO:	Head of Boarding
AUTHORISATION:	Executive Director
CLASSIFICATION:	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i> (Available at www.cns.catholic.edu.au) Boarding Supervisor

CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services in the Diocese of Cairns 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.*

Catholic Education Services 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.

Catholic Education Services in the Diocese of Cairns 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 1500 staff.

Leadership and strategic management of Catholic Education Services is the responsibility of the Executive Director of Catholic Education. 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.



ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Ensuring that students understand and adhere to School policies. This involves the application of knowledge with depth in some areas
- Liaison with parents as the need arises and as provided for in existing School policy.
- Reception duties including basic administration, distribution and posting of mail, provision of phone cards, stamps etc. These duties will be carried out in accordance with existing routines methods and procedures.
- Liaison with parents and medical professionals (including College nursing staff) for provision of basic health care for students. This will include treatments for minor ailments, including administration of medications under direction from qualified medical professionals.
- The provision of assistance to staff on duty in the daily routines of the boarding house involving the supervision of students and the general functioning of the boarding house. This will involve the use of well-established routines methods and procedures. These duties may include general cleaning of bathrooms, common areas and assisting with cleaning of student's rooms
- Ensuring students rise, attend to personal hygiene, personal housekeeping and community duties
- Ensuring that students understand and adhere to School policies. This involves the application of knowledge with depth in some areas
- Overseeing and monitor the departure and return of students on weekend leave. This will be carried out in accordance with existing routines methods and procedures, and with appropriate maintenance of corresponding paperwork and documents
- Supervision of study and homework where direction and judgement are required.
- Supervision of students activities and outings where direction and judgement are required (involving the pastoral care and welfare of students and general functions of the boarding house)
- Supervision of meals and meal times
- The smooth and efficient management of student activities in the boarding house (involving the pastoral care and welfare of students and general functioning of the boarding house)
- Implementation of school policy and procedures as identified by College leadership
- Supervision of lower level staff in the following areas:
 - Ensuring that the boarding facility is maintained in a clean, hygienic and orderly fashion. This includes daily cleaning and inspections of the entire dormitory prior to leaving the premises.
 - Ensuring all sensitive material, including staff and student notices are stored or disposed of in an appropriate manner out of general view and reach of residents and other parties
 - Supporting the role of office administrator in maintaining a clean and orderly work space and environment.
- Support the Heads of Boarding and deputise for them in their absence, or when otherwise requested
- Liaison with parents where discretion and judgement is required
- Liaison directly with the Heads of Boarding
- Other duties as required by the Heads of Boarding
- Maintain appropriate behaviours when engaging with children

GENUINE OCCUPATIONAL REQUIREMENTS

- 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



- Adequate visual acuity necessary to demonstrate the required range of skills and tasks, and to ensure care of self and others
- Adequate auditory ability necessary to demonstrate the required range of skills and tasks, and to ensure care of self and others
- Ability to sustain physical and mental performance consistently to complete the range of skills and tasks required and to the required standard
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- Ability to accept responsibility for own work
- Intermediate to advanced skills in Microsoft Office applications necessary to demonstrate the required range of skills and tasks
- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks
- Facilitate the prevention of child harm by recognising and responding appropriately

Physical requirements of the position:

- Work is normally performed indoors and in an outdoors environment and may involve frequent exposure to elements such as weather (sun/wind/rain), dust, dirt, fumes and/or loud noises
- Sitting for extended periods of time
- May involve constant standing and/or walking
- Physical work and infrequent lifting, pushing, pulling, carrying or holding of heavy objects is a part of the role
- Infrequent bending or crouching and/or kneeling or crawling may be involved
- Driving of a motor vehicle as required
- Limited use of phone/computer keyboard/mouse
- Work environment involves exposure to potentially dangerous materials and situations that requires following safety precautions and may involve the use of protective equipment
- Work environment involves 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/SELECTION CRITERIA

- 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, an LR classification is advantageous. All drivers must possess an Industry Authority - Driver Authorization card.
- Current first aid qualifications including CPR
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education
- A minimum of two years' experience working in a school boarding facility
- A willingness to undertake Professional Development to enhance skills relevant to the employment position
- Promote child safety at all times
- Have the ability to comply with the Chief Health Officer's Covid 19 vaccination directive

General

- Working shifts includes working at nights, including sleepovers, and weekends as required. This is an integral part of the role as the boarding house is a 24 hour operation during term time

ADDITIONAL INFORMATION

The incumbent will need:

- 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.



- Confirmation of employment is conditional upon the preferred applicant being issued with a suitability card from the Commission for Children and Young People
- A non-smoking Policy is effective in Catholic Education Services buildings, offices, and motor vehicles in line with Government legislation.

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:** _____