

POSITION DESCRIPTION



POSITION TITLE:	Head of Senior Girls Residence
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 Head of Residence, you will:

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



Heads of Residence are accountable to and under the direction of the school Principal or delegate.

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 staff at the College are expected to uphold.

Mission of the Church

- Understands and supports the role of Catholic Education in the Mission of the Church.
- Demonstrates a willingness to articulate the implications of the model and message of Christ and the school's Mission Statement in the curriculum.
- Committed to the life and practice of one's faith tradition.
- Demonstrates a willingness to review and reflect teaching practices in light of the school's mission statement.
- Incorporates gospel values in the curriculum.
- Actively supports school worship and liturgy.
- Nurtures personal spiritual development.

Primary Objectives

- To give personal witness to Catholic values in carrying out the day-to-day duties of the position
- To be faithful to the Marist Charism in a dynamic way
- To demonstrate a commitment to each individual student and remain open and hopeful about their potential
- To deal with students in a positive and growth promoting way, displaying respect and compassion
- To promote an environment where all students feel safe, valued and listened to
- To encourage a sense of resilience in each individual student
- To respect the demands of confidentiality and discretion
- To manage the administrative side of the role in an efficient and organised manner

Membership of the Boarding Leadership Team

- Be a good role model for students, in word and deed
- Maintain appropriate behaviours when engaging with children
- Attend weekly Leadership Meetings at St Monica's College to provide an overview of the girl's residences.
- Work collaboratively and positively with other members of staff
- Be supportive of the values, policies and Mission of the College
- Show loyalty and support for the Leadership Team of the College and to the other boarding and teaching staff
- Develop effective means of communication among the boarding team
- Hold regular team meetings and encourage collaborative planning



Position Description – Head of Senior Girls Residence

- Look for opportunities for frequent casual contact with team members to enhance collaboration and mutual support
- Share responsibilities/duties among the team
- Be supportive of the Director of Boarding and engage in proactive planning
- Liaise with Director of Boarding over staff rosters
- Attend the fortnightly Boarding Leadership Team meeting and maintain regular contact with the Director of Boarding
- Work collaboratively with other Heads of Residence to ensure all are meeting the needs of the boarders
- Ensure full staff and student participation in boarding activities, e.g. after school games, Sunday night Chapel
- Ensure residents comply with the regulations/expectations of the boarding programme, e.g. study routines, punctuality of return, permissions
- Sharing general supervision duties with other members of the boarding team, e.g. Tolle's, afternoon supervision, transport of students, weekend supervision
- Attend Boarding meetings as nominated by the Principal

Pastoral Care of the Boarders

- Maximise opportunities to spend time with the boarders
- Be proactive in developing a comprehensive knowledge of boarders' personal backgrounds and particular needs
- Employ effective strategies to stay up to date with boarders' academic and general progress at school
- Develop means for sharing among staff important information about the boarders
- Maintain close working relationships with boarders' parents
- Be available by email, telephone and in person to communicate with boarders' parents
- Join with other staff to attend country dinners/visits during the year
- Develop relationships with boarders that, while always professionally appropriate, are warm, friendly and caring
- Employ strategies that encourage caring, respect and mutual positive reinforcement among the boarders
- Liaise with the cleaning staff, maintenance staff and Boarding Services Manager to ensure the development of appropriate routines among the boarders so that the Residence is kept clean, neat and in good repair
- Take initiatives to decorate and furnish the Residence in attractive ways
- Ensure security systems are in place and active after hours
- Be aware of any particular emotional, physical, psychological and academic needs of individual students which require special attention, and ensure this attention is given to them
- Liaise with the College Nurse, the Counsellor, and Boarding Services Manager, the Director of Boarding, the Principal, and others as appropriate, to make arrangements for individual boarders
- Be on call at night to address any emergencies or extraordinary needs that may arise
- Ensure that the boarders use the evening and weekend study times productively
- Assist the boarders to develop effective study habits



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- Ensure a mood in the Residence that is conducive to individual study
- Organise appropriate guidelines for use of computers and the internet
- Ensure each boarder is involved in at least one sporting or cultural activity
- Organise group after school activities
- Arrange transport for boarders attending activities away from the College
- Organise and attend whole Residence activities, e.g. weekend camps and trips
- Organise for boarders to attend social functions conducted by other schools
- Encourage boarders' full participation in the liturgical life of the College
- Arrange opportunities for group reflection/prayer in the Residence
- Ensure guidelines for students' interpersonal relationships are being followed
- Counsel students and/or contact parents when concerned about the direction of relationships
- Act on behalf of boarders' parents when they are unable or unavailable to attend parent meetings or interviews.
- Act on behalf of parents to give permission for boarders' attendance at events such as school excursions, sports trials, school dances
- Act on behalf of parents to give permission for medical or emergency treatment when parents cannot be contacted
- Encourage boarders to form friendships with day students and to visit them on Sundays and free weekends
- Avoid arrangements that will exclude or separate the boarders from their peers in the day school

Administration

- Coordinate the development of effective, efficient and reasonable daily routines for the boarders
- Ensure the implementation of all regulations and expectations for all boarders
- Work with the Director of Boarding to develop and implement any specific expectations for this Residence
- Develop systems for smooth organising of laundry
- In conjunction with the College administration and the REACH system, develop effective systems for filing and accessing student records and information
- Keep records of communication with parents, student misbehaviour, and any other information that may be useful at a future time
- Ensure parental permission is obtained and recorded in REACH for any of the boarders' weekend visits or long-term commitments
- Give permissions for boarders to leave the College grounds, to use College facilities, or to participate in activities, according to boarding guidelines

Other Duties / Responsibilities

- Meet with parents of prospective boarders as requested, and show them around the College
- Rostered on for one weekend per term as negotiated with the Director of Boarding
- Help assess the suitability of applicants for the boarding programme as required



- Assist in the active promotion of the programme through presentations, visits, tours, attendance at events, etc.
- Look to become involved in extra-curricular activities as interest and talent allow
- Teaching and coaching duties may be negotiated with the Principal and are not normally included in this role
- Involvement in College duties during school time up to a maximum of 6 periods per week as negotiated.
- If off-site during your designated hours of duty communication must be maintained with the College. Absences should be cleared with the Director of Boarding or the Principal (or his delegate)
- Other duties as designated by the Principal

Genuine Occupational Requirements

- Accountable and responsible for ensuring professional behaviour
- Facilitate the prevention of child harm by recognising and responding appropriately
- 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
- Accountable and responsible for creating a positive workplace culture and reducing the risks to physical and mental health in the workplace

Physical requirements of the position:

- Work is normally performed in a typical interior 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 dormitory/office/school environment appropriate to the position
- Frequent 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

- Willingness to support and participate in the prayer, liturgy, and sacramental life of the Church in the school community
- A strong demonstrated commitment to the objectives, vision, and ethos of Catholic Education
- 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
- Promote child safety at all times as per policy and procedures

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 incumbent will need:

- The appointee to this position will be required to complete a period of 6 months' probation, in accordance with The Fair Work Act 2009.
- Teachers are covered under the Catholic Employing Authorities Single Enterprise Collective Agreement 2020-2023.
- 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

