

POSITION DESCRIPTION

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

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 1500 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

Mount St Bernard College is a secondary college that has over 200 students with a combination of boarders and day students.

Working within the boarding community is an important and valued position in the College.

As a member of the College team, boarding supervisors contribute to the development of the school and its Catholic ethos.

This position may require the incumbent to work unsupervised and to meet deadlines which regularly occur within a busy environment. Confidentiality is required given some of the information involved.

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
- Liaison with parents where discretion and judgement is required
- Liaison directly with Senior Supervisors and Assistant Heads of Boarding

- Other duties as required by the Assistant Heads of Boarding
- Maintain appropriate behaviours when engaging with children
- Facilitate the prevention of child harm by recognising and responding appropriately

Mandatory Qualifications And 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
- Hold a current first aid certificate
- A strong demonstrated commitment to the objectives, vision, and ethos of Catholic Education
- Promote child safeguarding practices 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 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.
- 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.

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:
