

# POSITION DESCRIPTION



<b>POSITION TITLE:</b>	Boarding Supervisor
<b>SECTION:</b>	Holy Spirit College - Cooktown
<b>REPORTS TO:</b>	Head of Boarding
<b>CLASSIFICATION:</b>	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i>
<b>AUTHORISATION:</b>	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.

### Holy Spirit College

The College is an initiative of the Diocese of Cairns and Catholic Education Services and offers individualised and adaptable multiyear secondary education programs for young people disengaged from mainstream schooling. The College is a registered Special Assistance School that is co-educational and currently has an enrolment capacity of 40 young people in Cooktown, 60 in Manoora and 90 in Edmonton. The Cooktown campus is the main college campus with associate campuses situated in Cairns suburbs. The Cooktown campus includes 2 sixteen bed residential units while the Cairns campuses are both day-only facilities.

The college provides a variety of innovative teaching and learning practices that acknowledges young people's complex education and social needs and empowers them to identify and pursue individual transition to adulthood, further education, employment and importantly a connection to the community. Staff at Holy Spirit College are multi-disciplinary in response to the diverse needs of young people and their families.

Young people who attend include Indigenous and non-indigenous young people who are disengaged from mainstream education for a range of reasons and include those:

- with a history of complex trauma;
- who are highly transient;
- with a history of extended periods of unexplained absences;
- in the care of the Office of Children and Families;
- who have had contact with the juvenile justice system;
- with mental illness or at risk of engaging in self-harming behaviours or substance abuse;
- who have been excluded or repeatedly suspended from school;
- who are homeless;
- who are young parents;
- with a generational history of early school leaving;
- with a generational history of unemployment.

At present the enrolment of young people in the Cooktown boarding residences includes one hundred percent Aboriginal and Torres Strait Islander young women and men in age from 12 to 17 years.

Underpinning all the work of the College are three operating principles of right Relationships, Respect, Responsibility and Participation.

### Purpose Of The Role

The Boarding Supervisor performs rostered supervisory duties to oversee the health, safety, behaviour and general well-being of young people in the Boarding residence. The Boarding Supervisor stays overnight or resides in accommodation provided on campus, which is a condition of employment. The role is to assist the Head of Boarding in providing active and positive supervision to the young people in the boarding residence. In undertaking this role, the person would coordinate and participate in a range of sporting and other activities.

An employee at this level may be responsible for:

- The provision of basic assistance to the Head of Boarding (involving the pastoral care and welfare of students and general functions of the boarding house) under direct supervision.

- The provision of assistance to the Head of Boarding 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.
- Ensuring students rise, attend to personal hygiene, personal housekeeping and community duties under the direction of the Head of Boarding.
- Supervision of student activities and outings as required.
- Obtaining and maintaining a current LR bus licence and First Aid Certificate is a requirement

## Essential Duties and Responsibilities

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

### **1. Provide effective supervision and leadership to young people in boarding by:**

- Consistently and effectively supervising and monitoring the boarders in their daily routine.
- Actively participating in and supervising boarders on and off-site activities, including sports.
- Ensuring residential areas are tidy and hazard-free.
- Assisting in maintaining College's legal obligations with respect to duty of care, particularly in relation to child protection and a safe environment.
- Being proactive in ensuring the security of the Boarding House is maintained, which includes ensuring doors are locked and alarms activated as required.
- Monitoring student standards of dress, punctuality and behaviour and referring serious issues to the Head of Boarding.
- Communicating with the other Boarding Supervisor about concerns with the physical, emotional, spiritual and educational well-being of boarders.
- Supervising recreational, social and extra-curricular activities and programs for young people as delegated by the Head of Boarding.
- Escorting young people to appointments and other venues as delegated.

### **2. Supporting college policies and procedures by:**

- Overtly supporting all policies and procedures relevant to the Boarding House. This specifically includes applying general Boarding House expectations in a consistent and fair manner.
- Addressing minor matters and referring all serious matters to the Head of Boarding
- Reporting and assisting in the follow-up of any matters relating to the care and well-being of boarders as directed by the Head of Boarding.
- Reporting directly and immediately to the Head of Boarding on any matters relating to child protection
- Reporting any maintenance problems or health and safety issues to the Head of Boarding. Examples include defects or damage to the building, furniture or equipment and any maintenance requirements relating to the services such as water and power

### **3. Contributing to an effective pastoral care program for all boarding students by:**

- Ensuring an organised, consistent, caring and stable environment is provided for boarders.
- Creating and maintaining a supportive and motivating framework to allow young people to develop personally and academically.

**4. Promoting the College and Boarding House within the current and prospective College community by:**

- Positively, promoting the College and Boarding to the wider community
- Communicating effectively with staff, providing services to the College, and wider community and all members of the college community

**5. Providing a high-quality service to internal and external members of the College community by:**

- Demonstrating a positive attitude towards College programs, policies and decisions at all times
- Fostering a culture of high-quality service and a 'can do' approach to all tasks within the position function
- Playing an active role in supporting the cleanliness and safety of the College site

**6. Other duties as may be required from time to time:**

- The Head of Boarding may negotiate other reasonable and relevant duties from time to time.
- Maintain appropriate behaviours when engaging with children.

## **Genuine Occupational Requirements**

- Facilitate the prevention of child harm by recognising and responding appropriately
- 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
- Intermediate to advanced skills in Microsoft 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
- 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

**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
- Substantial 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
- The position requires overnight stays, at the College with appropriate accommodation provided.

## 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 LR drivers licence (or ability to obtain within 3 month of employment)
- A strong demonstrated commitment to the objectives, vision, and ethos of Catholic Education
- Promote child safety at all times
- Current First Aid Certificate [or gain within 1 month]
- Completion of Book 1 & 2 in Duty of Care in Residential Care [or completion within 12 months of employment]
- 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

### GENERAL

- Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position

### DESIRED EXPERIENCE/KNOWLEDGE

- Working with Indigenous adolescents
- Certificate III or above in an associated field.
- Operations of boarding or similar facilities

## 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 and Holy Spirit College

- 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.
- Ability and willingness to develop and maintain positive relationships with members of the College community based on Relationships, Respect, Responsibility and Participation
- Demonstrated skills in active listening, time management, persuasion, problem solving, communication and social perceptiveness.
- Ability and willingness to adopt an organised and flexible approach to work tasks and manage a range of tasks and changing priorities.
- Knowledge and understanding the concepts of 'duty of care' and 'negligence'.

## 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:

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Signature:

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Date:

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