



The Cathedral School
of St Anne & St James
T O W N S V I L L E

Position Description

ROLE TITLE:

Part-time Term-time Boarding Supervisor

DEPARTMENT:

Girls Boarding Dormitory (19 hours per week)

Boarding

REPORTS TO:

Ian Gamack (Principal)

Jock Walker-Campbell (Director of Boarding)

Rayna Page (Head of Girls Boarding)

INDUSTRIAL AGREEMENT:

The Queensland Anglican Schools Enterprise Agreement

CLASSIFICATION:

Boarding House Supervisor

COMMENCEMENT DATE:

19 July 2021

APPLICATIONS CLOSE:

21 June 2021

The Cathedral School of St Anne & St James located in Townsville, North Queensland, is seeking enthusiastic and energetic Boarding Supervisors to work as part of a team of carers who provide a friendly, homely environment to the school's boarding students.

As one of 10 part time Boarding Supervisors, you will be part of a successful team who assist with the smooth running of the boarding dormitories consisting of boarders from regional and remote areas as well as overseas.

This is a residential position. Boarding Supervisors live in and assist in running the boarding house in exchange for board, lodging, meals and a weekly remuneration of \$170 during term time. Applicants should enjoy working with adolescents' and be willing to supervise students and assist them in their studies. Duties average 19 hours per week, which consists of mostly weekend duty.

The Cathedral School of St Anne & St James located in Mundingburra is Townsville's only Independent Anglican School for boys and girls from Early Childhood to Year 12 and boarding students from Year 7 to 12. The School is set adjacent to a lagoon and lush tropical rain trees creating a wonderful canvas to inspire learning and creativity. At Cathedral we 'educate for life-long success'. We know that this requires a well-rounded education and a focus on developing the "whole person" by nurturing the body and spirit as well as the mind.

ORGANISATIONAL ENVIRONMENT:

The Cathedral School is an Anglican co-educational school of approximately 1000 students from six weeks old to Year 12 including 150 boarding students from Years 7 to 12.

MISSION:

The mission of The Cathedral School is to be a caring, Christian community in which students are challenged and inspired to explore, learn and grow so they will be equipped to make wise decisions as informed members of society.

AIMS:

1. To be a Centre for academic excellence.
2. To encourage an understanding that the spiritual and moral aspects of life are central to our humanity.
3. To affirm the unique worth of the individual.
4. To inspire our students through creative, purposeful, enjoyable learning, to reach their full potential.
5. To develop attitudes which are anticipatory, visionary and reflective.
6. To educate our students to be discerning, sensitive and responsible.

ORGANISATIONAL EXPECTATIONS:

All employees are expected to respect the confidentiality of the individual, and to treat all members of the School community with courtesy.

All employees are bound by the requirements of the School's policies, procedures and any other practices (such as the Code of Conduct and Dress Code) and are expected to provide appropriate support and pastoral care to students of the School.

The Cathedral School is committed to maintaining a healthy and safe work environment. Everyone must adhere to the current *Workplace Health and Safety Act*.

The Cathedral School is committed to the safety and wellbeing of children enrolled at the school. As a condition of employment in accordance with the *Working with Children (Risk Management and Screening) Act 2000 (Qld)*, employees are expected to obtain and hold for the duration of employment, a current Suitability Notice (Blue Card).

Note that staff are required to familiarise themselves with the School's Child Protection Policy.

With regard to student behaviour, a boarding supervisor's role is to be proactive in the addressing a student's behaviour in accordance with the School's Behaviour Management policy. Serious misdemeanours are to be reported to the Heads of Boarding so that appropriate action may be taken. It is within the staff's Duty of Care to step in when a situation is unsafe or a student is at risk.

All employees recognise and accept that multi skilling is an essential component of the School and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body, or the School.

Proof of qualifications will also be required prior to commencement.

PRIMARY ROLE PURPOSE

The role of a **Boarding Supervisor** is to work as part of a team of responsible carers who provide a warm, friendly, homely environment. The role will require you to attend to the pastoral needs (social, emotional, intellectual, physical, and spiritual) of all boarders during their time at The Cathedral School.

This is a residential position. Boarding Supervisors live in and assist in running the boarding house in exchange for board, lodging, meals and a weekly remuneration. Applicants should enjoy working with adolescents' and be willing to supervise students and assist them in their studies. Duties average 19 hours per week, which consists of mostly weekend duty.

The position is expected to support the School community (Principal, staff, students and parents) in the continued promotion of the philosophy of the School which is founded on the Mission Statement.

RELATIONSHIPS AND AUTHORITY

Boarding Supervisors work under the direction of the Director of Boarding and Head of Boarding who are responsible for the overall supervision and management of the dormitory and its residents (both students and staff). Duties involve general supervision of the dormitory and activities.

This level requires employees who have had sufficient experience and/or training to enable them to carry out their assigned duties under general supervision, using established procedures, practices and instruction.

SKILL AND KNOWLEDGE

Essential Criteria

The Boarding Supervisor will be required to meet the following Essential Criteria and actively work towards obtaining the desired Competencies, Knowledge & Skills.

Qualifications

- Current First Aid and CPR certificates are required and must be kept up to date.
 - Suitability card "Blue card" – working with children check.
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Competencies, Knowledge & Skills

- Demonstrate the ability to work with young adolescents.
- Demonstrate a good role model in terms of behaviour, language, dress, grooming, hygiene, integrity.
- Demonstrate good interpersonal, communication and listening skills.
- Ability to problem-solve and be proactive in the workplace.
- Ability to work within a team environment and individually.
- Ability to demonstrate maturity, flexibility, creativity and initiative within work role.
- Ability to provide active supervision of students.

Desirable Competencies, Knowledge & Skills

- Friendly, approachable.
- Ability to speak calmly, quietly, politely and respectfully to all students.
- Energetic, pro-active and the ability to demonstrate initiative.
- Basic understanding of occupational health and safety and anti-discriminatory practices.

KEY ACCOUNTABILITIES:

The position of Boarding Supervisor will be required to perform the following tasks:

Students

- Pastoral care (security and welfare) of all students in dormitories.
- Ensuring students rise and attend to personal hygiene prior to breakfast.
- Inspection of dormitories: cleanliness, hygiene and appearance of each dormitory area and common room area.
- Check students present for morning, afternoon and evening activities and socialising.
- Supervise and assist students with study and homework.
- Participate in student activities and outings as required.
- Attend and supervise breakfast, lunch and dinner in Dining Room.
- Attend and supervise Sunday evening chapel if on duty.
- Supervision of grounds between evening meal and students back in dormitory time.
- Oversee departure of students on weekend leave.
- Responsibility for minor discipline matters referred by staff. Referral of serious breaches of boarding discipline to the Director of Boarding and/or Head of Boarding.
- In the event of an evacuation, act as a Fire Warden and assist in coordinating the safe evacuation of students to the designated evacuation area. Wardens are responsible to be familiar with the evacuation and emergency procedures for the boarding houses.

Parents

- Receive incoming calls from parents and respond to requests as required.
- Communicate with parents (usually by phone or email) if the need arises.

Administration

- Liaise with staff on duty at all times with regard to the care and discipline of students.
 - Attendance at Boarding "In-service" days at the beginning of each term. These days are convened by the Director of Boarding and Head of Boarding for all boarding staff.
 - Liaise with Student Health Centre (SHC) staff for medical matters.
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- Preparation of a report to the Head of Boarding for changeover on Sunday evenings.
- Administration of boarding files.
- Oversight of leave procedure during the weekend with respect to the sign-in and sign-out procedure.
- Security of Boarding Office.
- Responsibility of safe-keeping of students' valuables in consultation with dormitory staff.
- To perform other appropriate duties as directed by Director of Boarding and/or Head of Boarding.

Workplace Health & Safety

- Be aware of the school's WHS Management System.
- Perform all work and associated functions in a safe manner.
- Comply with all documented WHS policies, procedures, work instruction and verbal instructions issued by the organisation or its officers.
- Correctly use and maintain all personal protective clothing and equipment supplied by the organisation.
- Identify hazards, conduct risk assessments, and take corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WHS procedures.
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on the school's property generally.
- Report and assist with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attend any team talks or specific training supplied by the school.
- Be familiar with the location of first aid equipment, fire protection facilities and evacuation procedures.
- Work in a manner that will not endanger yourself, other employees or the general public.

These duties are indicative of the tasks encompassed in this position and are not exhaustive. They may also vary over time to reflect the changing needs of the School.

Applying for the Position

Applicants wishing to apply for the position are required to submit a cover letter and resume. Applications close 21 June 2021.

Please send applications to:
 Human Resources
 The Cathedral School,
 Email: hr@cathedral.qld.edu.au
