

# POSITION DESCRIPTION

**POSITION:** Employee Assisting Pastoral Team

**STATUS:** Full Time

**REPORTS TO:** The School Principal or Nominee

**DATE:**

**CLASSIFICATION:** SO Level 4

**SCHOOL/COLLEGE:** Emmaus College

**EMPLOYEE NAME:**

## **Purpose of Position:**

Under general supervision of the Principal or nominee, provide support services to the College Pastoral team.

## **Key Characteristics:**

**Skills:** Demonstrate tolerance, maturity, patience and a capacity for self organisation and the ability to respond and adapt whilst operating in an environment which is often demanding and busy  
Facilitate effective communication with staff, students, parents and visitors in a way that enhances the school image and contributes to the goals of Catholic Education  
Demonstrate a capacity for tact and discretion and an ability to maintain confidentiality  
Apply knowledge with depth in some areas & a broad range of skills  
Discretion and judgement are required for self and/or others in planning, selection of equipment, work organisation, services, actions and achieving outcomes within time constraints  
There is a wide variety of roles and tasks in a variety of contexts  
There is complexity in the ranges and choice of actions required  
Competencies are normally used within a variety of routines, methods and procedures

**Supervision:** Work will be carried out under general supervision and may be checked in relation to overall progress  
Progress and outcomes sought are under general guidance  
May involve a level of autonomy when working in teams

## **Supervision of Others:**

The work of others may be supervised  
Responsibility for the work and organisation of others in limited areas  
Teams may be guided or facilitated  
Training of subordinate staff may be required

**Qualifications:** Tertiary qualifications at Certificate level or equivalent knowledge, qualifications and experience relevant to the position may be required

## **Typical Duties:**

Typical duties performed include, but are not limited to:

- Practise confidentiality in relation to all aspects of the role
- Assist developmentally appropriate student learning, either individually or in groups, under the general supervision of an academic staff member(s). Employees at this level are required to exercise discretion and judgement to modify education programmes to meet the learning needs of specific students
- Carry out liaison between the school, the student and the student's family where discretion and judgement are required in relation to planning, actions and achieving outcomes
- Within a variety of routines, methods and procedures provide significant assistance in the enrolment, family liaison and placement of overseas students

### **Specific Duties:**

- In consultation with Pastoral Team prepare, assist and co-ordinate the Pastoral Team activities in the college.
- Support the Pastoral Team with collection, analysis and presentation of data for example on attendance and achievement.
- Prepare analysis of complete student data for the pastoral team during holiday periods for availability at the beginning of week one each term.
- In conjunction with the Community Relations Officer prepare materials for strategic goals and initiatives of the Pastoral team to be refreshed for classrooms each term.
- Under the direction of Directors of Campus assist the Pastoral Team with initial contact with families regarding attendance.
- Assist in the management and coordination of pastoral support of students transitioning back to school.
- Support the pastoral team with making interview times for appointments.
- With the Pastoral team be proactive and responsive to emerging situations and opportunities in the college.
- Encourage students' participation in all aspects of college life and assist with lunchtime activities run by the Pastoral team.
- Providing assistance to the Pastoral team in developing class, year level, camp and other community experiences.
- With the assistance of the AP Pastoral and Planning take responsibility for ongoing professional development and formation of skills relevant to the position.
- Meet regularly with the Pastoral team keeping minutes for the relevant campus pastoral meetings.
- Working with Pastoral team in supporting Diocesan events for students and staff.
- Assist the Pastoral team with overnight excursions with supervisory role where available.
- Providing support with the organisation of weekly assemblies and activities.
- Support the orientation of new students to the college.
- Oversee in conjunction with office staff, the timely completion of CCTV requests for the Pastoral team.
- Plan orientation days for year 7 and year 10 under broad guidance of heads of year and directors of campus.
- Following the RTP procedures of the college.
- Assist with record keeping for the Pastoral team.
- Providing support when required in offices on both campuses.
- Support the pastoral team on both campuses.

*Student protection is paramount in Catholic kindergartens, schools, colleges and OSHC centres. Our commitment to the protection of children is based on our belief that each person is made in the image of God, and our ethos is to provide a safe and supportive environment for all. All children have the right to expect that the school will always act to protect them from any kind of harm. All staff employed by Catholic Education – Diocese of Rockhampton have a responsibility to act in a way which prioritises the safety of all children.*

*Catholic Education in the Diocese of Rockhampton complies with all Student Protection legislative requirements. This includes meeting the accreditation requirements of the Non-State School Accreditation Board, which has approved the Student Protection Processes and Guidelines to be used in schools.*

*I acknowledge that I have sighted and been provided a copy of this Position Description.*

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***Employee Name (Please Print)***

***Signature***

***Date***