

POSITION DESCRIPTION

POSITION TITLE:	Residential Supervisor/Head of Girls' Boarding (Acting)
SECTION:	Residential
REPORTS TO:	Principal
CLASSIFICATION:	Boarding House Supervisors Agreement – Level 4-6
AWARD:	Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2023 - 2026
LOCATION:	Columba Catholic College, Charters Towers

OUR ORGANISATION

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region including urban and rural environments extending to Mount Isa to the west, Proserpine to the south and north to Ingham. TCE provides a diverse range of education choices including primary, secondary and Prep-to-Year 12. Each setting provides a high educational standard in a caring and stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offer both boarding and day-student facilities.

TCE employs in excess of 2,500 teaching professionals and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be contributing members of the community in their adult lives.

The proud reputation Catholic schools enjoy within the Diocese today is based on the strong tradition built by religious orders who found Catholic Education in the Townsville Diocese in 1872.

Please visit our website for additional information <https://www.tsv.catholic.edu.au/>

OUR SYSTEM VISION

"The promotion of the human person is the goal of the Catholic school"

THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998

OUR VALUES		JESUS TEACHES US:	
COMMUNITY (John 13)	The greatest commandment Jesus teaches us is to Love God, Love others.	LOVE (John 4:7-8)	Love is the core value of the Gospels.
PROMOTING LIFE IN ABUNDANCE (John 10:10)	God wants us to live life to the full.	RECONCILIATION (Luke 15:11-32)	Jesus' supreme act of love in dying on the cross reconciled humankind to God.
INCLUSION (Luke 19:1-10)	God invites all to live in God's love, including those that might be excluded by society.	HOPE (Luke 24:15-35)	We can all hope for the fullness of glory with God because God is faithful to His promises.
JUSTICE (Matthew 25:31-46)	Jesus lives the virtue of justice rendering to all of us a message of living for others even unto death.	LIBERATION (Luke 4:18-21)	God frees us from all evil if we trust in God and live our life in God.
		COMPASSION (Luke 10:30-37)	In Jesus' life of love we witness the compassion of God - his acts of mercy towards others.

ABOUT THE ROLE

The Residential Supervisor is responsible for the Colleges' residential matters affecting the residential life of the students, under the direction of the Principal. The Residential Supervisor is responsible for the administration and development of a philosophy of residential life that will contribute to the faith development of the students who reside at Columba Catholic College, Charters Towers.

The Residential Supervisor will work as part of a team led by the Principal and make a positive contribution to the life of the Boarding community by being a strong role model with the provision of appropriate duty of care.

KEY ACCOUNTABILITIES

The Residential Supervisor is responsible for the day-to-day care of the residential students and will:

- Ensure efficient organisation and administration of residential systems and procedures to maintain a positive, clean, safe and well-maintained environment for the boarders of the College
- Provide and support effective communication systems with students, parents, boarding staff and community
- Supervise study and homework where direction and judgement are required
- Support, supervise and promote student involvement in, and commitment to extra-curricular and boarding programs and excursions (including study commitments)
- Ensure routines and guidelines for students are carried out consistently to ensure a safe physical and emotional environment
- Contribute to an environment where students' self-esteem and sense of worth are enhanced, and where values of respect, reason, responsibility, tolerance, initiative, cooperation, endeavour, compassion, and acceptance of the differences in others and striving for the 'best' are foremost
- Educate students regarding personal hygiene, health, safety and dress standards
- Ensure responsibility and diligence for the day-to-day running of the residential boarding and dining room in accordance with daily schedules
- Provide generalist administration support and maintain accurate records in accordance with systems and processes
- Ensure adequate discipline is maintained within the residential facilities in accordance with the schools' systems for managing student behaviour ensuring adequate liaison with the Principal
- Liaise effectively with the Principal on matters pertaining to student health, behaviour and wellbeing
- Ensure that students understand and adhere to School Policies
- Oversee and monitor the departure and return of students on weekend leave in accordance with existing routines, methods, and procedures
- Provide supervision of meals and mealtimes under general guidance
- Liaise with parents as the need arises and as provided for in existing School policy
- Other reasonable requests as directed by the Principal.

STATEMENT OF RESPONSIBILITY

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and well-being and is expected to not willingly place at risk the health and safety of one's self or others.

Employees will:

- Adhere to Work Health and Safety instructions
- Promote a commitment to safe work practices
- Be familiar with workplace incident, hazard and accident reporting and emergency procedures
- Take reasonable action to avoid, eliminate or minimise risk and hazards
- Utilise personal protective equipment
- Participate in the development of a safe and healthy workplace
- Seek information and advice as necessary and comply with instructions.

ABOUT YOU

Experience

- Demonstrated supervision of young people in a residential setting, including development and care
- Demonstrated ability to work independently and as part of a team.

Skills

- Knowledge of standards of health, hygiene and safety
- The ability to demonstrate confidentiality and discretion on matters relating to students and student wellbeing
- Ability to manage time and conflicting priorities in a busy environment
- The ability to demonstrate initiative and reason when dealing with students.

Attributes

- Excellent oral and written communication skills
- Flexible and responsive to the needs of the school boarding community and driven to achieve the best outcomes
- As a role model – diligence, pro-activeness and energetic
- An ability to communicate with a range of stakeholders in a secondary school setting
- Ability to establish and maintain good working relationships with boarding community including students, families and staff.

Mandatory Criteria/Professional Registration/Other

- Current Working with Children Suitability Card - The successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by Queensland Government
- Ability to perform the physical requirements of the role in a safe manner

- Relevant Tertiary qualification at Certificate level or equivalent (Level 4); Relevant Tertiary qualification at Associate Diploma/Diploma level or equivalent (Level 5); Relevant formal qualifications at degree level (Level 6).
- Current Senior First Aid certificate including CPR, or ability to undertake
- Previous experience in a boarding or residential environment
- Current Driver's Licence and the ability to obtain an LR or MR licence
- Commitment to undertake and successfully ABSA Book 1 and 2 within 12 months
- Ability to travel from time to time within the Catholic Diocese of Townsville.

Desirable Criteria

- Current Bus License (MR) or ability to obtain equivalent or higher
- Certificate IV in Work, Health and Safety
- Previous experience working with youth.

Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the role, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.

HOW YOU WILL BE ASSESSED

How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom.

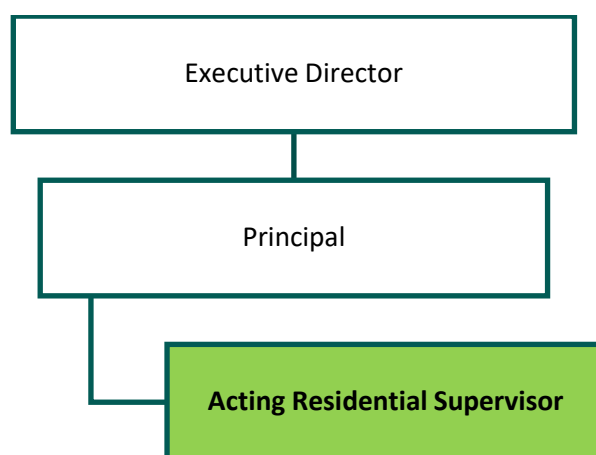
You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

Capabilities	
Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
	Supports and engages change processes
Displays a sense of self-efficacy and personal identity	Demonstrates appropriate styles of decision making
Displays intuition as well as logic and reason	Inspires a collegial purpose and vision
Projects confidence, optimism and resilience	Supports efficient and robust structures and systems
Demonstrates honesty and integrity	Focuses on core outcomes and accountabilities
Demonstrates ethically responsible behaviours	Engages in workplace learning and relevant professional development
Is morally courageous	Operates with a commitment to sound educational focus
Demonstrates a commitment to personal spiritual growth	Operates with a spirit of service and professionalism
Displays imagination and vision	Develops moral purpose
Integrates work and personal life	Demonstrates capacity to provide professional support
Engages with the Catholic culture	
Is culturally sensitive	
Social and Interpersonal	Organisational
Is relationally adept	Gives priority to the Church's mission in education

Is emotionally mature	Engages in future thinking, aware of the big picture
Is guided by the spirit and teachings of the Gospel	Supports organisational capacity to respond to contemporary and future needs
Communicates with confidence	Avoids imposing old paradigms on new realities
Is authentically present	Supports a growth-promoting workplace
Displays a trusting disposition	Exercises committed and ethical stewardship
Supports collaborative and productive working environments	Contributes to organisational sustainability
Engages in positive politics	Supports a sharing organisational culture that focuses energies and talents
	Operates in fidelity to Catholic social teaching and environmental responsibilities

REPORTING & OTHER RELATIONSHIPS

The Residential Supervisor is accountable in the first instance to the Principal. The Residential Supervisor consults and liaises with other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.



ACKNOWLEDGEMENT

I have read, understood and acknowledge the scope and responsibility of the position outlined in this position description.

Employee Name: _____

Signature: _____ **Date:** _____