

**POSITION DESCRIPTION**

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| **POSITION TITLE:** | **Residential Leader** |  |
| **SECTION**: | **Residential** |  |
| **REPORTS TO:** | **Deputy Principal (Pastoral & Residential)** |  |
| **CLASSIFICATION:** | **Boarding – Senior Supervisor** |  |
| **AWARD:** | **Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2019 - 2023** |  |
| **LOCATION:** | **Columba Catholic College, Charters Towers** |  |

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| **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 a stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offering both boarding and day-student facilities.

TCE employs in excess of 2,500 teaching, professional 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 a contributing member 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*



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| **ABOUT THE ROLE** |

Columba Catholic College, Charters Towers is a vibrant, affordable P-12 Catholic College catering for the full needs of families and students. Being co-educational, students can find their own special niche for learning and personal growth. The P-12 setting gives students access to a wide range of subjects and opportunities, matched to current and emerging pathways and occupations.

The role of the Residential Leader is to be responsible for all aspects of the smooth operation of the residences according to the directions of the Principal, and/or Deputy Principal (Pastoral & Residential), and in keeping with the expectations of the parents and caregivers of the residents in our care. The Residential Leader reports directly to the Deputy Principal (Pastoral & Residential).

This leadership position requires coordination of the operational, administrative, and pastoral aspects of boarding on the Mt. Carmel (Boys) or St. Mary’s Campus (Girls).

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| **KEY ACCOUNTABILITIES** |

The Residential Leader will be responsible to undertake the following:

**Pastoral:**

* Liaise with Parents/Guardians/Caregivers as appropriate and as directed by the Deputy Principal (Pastoral & Residential)
* Meet with students on an individual basis to discuss and resolve issues as appropriate including being available before and after school for a reasonable period of time
* Develop a spirit in the Residences which fosters pride in the residences, its members, the general appearance of the residences, so that the students of their own volition keep the place physically in good order, respect each other, their belongings, and the staff who are working with them
* Foster as appropriate to each year level, particularly in senior years, leadership skills among their peers, by allowing them to take on suitable roles in the residences
* Nurture a sense of Christian community within the residences by being involved in the spiritual life of the students
* Assist with fostering professional relationships between staff and students
* Facilitate good communication among staff and students
* Be responsible for minor behaviour management issues in the residences
* Support and supervise residential staff in their daily responsibilities
* Ensure a harmonious and safe residential environment

**Administrative:**

* Follow-up on scheduled and forecasted events as appropriate. Provide diarised records on designated individuals to Deputy Principal (Pastoral & Residential) or Principal if required
* Coordinate the writing of Residential Reports at the end of each term for each resident
* Work with the Deputy Principal (Pastoral & Residential) in formulating staff duty rosters
* Arrange for relief staff during staff absences in consultation with the Deputy Principal (Pastoral & Residential)
* Contribute to the “Residential Newsletter”
* Assist in the upkeep of the Residence by ensuring that matters of maintenance, or items needing replacement, are attended to by filling in the necessary forms, and checking to ensure that these have been completed
* In consultation with the Deputy Principal (Pastoral & Residential) organise weekend meal arrangements, leave lists, and travel lists including weekend bus travel to and from Townsville
* Establish good order and routines in the residences and run necessary checks at appropriate times to ensure that matters of residents’ personal cleanliness, locker tidiness, laundry habits and similar issues are carried out
* Work with Deputy Principal (Pastoral & Residential), Pastoral Co-ordinators and other staff in matters relating to the care, welfare, safety, academic progress and discipline of residential students
* Assist with formulating individual study plans for residential students
* Liaise with other residential staff who may be assigned to duties in the residence, and ensure that they are briefed on matters concerning routine and expectations made on residents
* Ensure that weekend activities are organised and appropriately staffed
* Relay details of concern regarding any students who may be presenting behavioural problems to the Deputy Principal (Pastoral & Residential)
* Relay to the Deputy Principal (Pastoral & Residential) and Administration staff as appropriate, the status of residents who may be away, have not returned from leave, or who for other reasons may not be present as school classes or activities at which they would normally expected
* Ensure Leave Applications are completed accurately and submitted on time
* Have regular communication to parents via Newsletter, and weekend information sheet for students on campus as to the activities available that weekend
* Assist with the preparation of bed/room plans, residential rolls, sign in and out forms, leave forms (including weekend and town), mobile phone registers, travel sheets and residential journals
* Issue padlock and combinations
* Ensure that students are appropriately attired and groomed that befits the occasion
* Chairing Campus Residential Meetings
* Supporting Senior Leadership, College policies and procedures
* Oversee the appropriate transition/induction of new students and staff to Boarding

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| **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 wellbeing 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.

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| **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
* Previous experience in a boarding or residential environment.

**Skills**

* Knowledge of standards of health, hygiene and safety
* The ability to demonstrate confidentiality and discretion on matters relating to students and student wellbeing
* A demonstrated understanding of the particular developmental needs of students and how this impacts on all aspects within the Boarding community
* Proven coordination skills with the ability to motivate and influence others
* Highly developed attention to detail with the ability to balance competing deadlines and effectively manage multiple commitments.
* The ability to demonstrate initiative and reason when dealing with students.

**Attributes**

* 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
* Ability to establish and maintain good working relationships with boarding community including students, families and staff
* An empathy for particular issues encountered by students in Boarding environments and experience dealing with such issues

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| **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
* Current Senior First Aid certificate, or ability to undertake
* Diploma in a discipline relevant to residential care or education, or sufficient practical experience
* Demonstrated relevant experience working in a school boarding facility
* Current “C” Class Driver’s Licence
* Commitment to undertake and successfully complete ABSA Book 1 and 2 within 12 months
* Ability to travel from time to time within the Catholic Diocese of Townsville
* Ability to perform the physical requirements of the role in a safe manner.

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| **Desirable Criteria** |

* Degree or certificate qualifications in Education, Social Work, Community Work or Psychology or demonstrate equivalent experience or knowledge.
* Current an LR or MR licence or ability to obtain

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

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| **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.

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| **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 |

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| **REPORTING & OTHER RELATIONSHIPS** |

The Residential Leader is accountable in the first instance to the Deputy Principal (Pastoral & Residential) and then to the Principal. The Residential Leader consults and liaises with other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.

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| **ACKNOWLEDGEMENT** |

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

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| **Employee Name:** |  | | |
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| **Signature:** |  | **Date:** |  |