



ST PATRICK'S COLLEGE  
TOWNSVILLE

## POSITION DESCRIPTION

### **Assistant Boarding Supervisor**

#### **THE COLLEGE**

St Patrick's College Townsville is a Catholic and Independent Secondary Girls College with a proud tradition of excellence in the education of young women. Responsibility for the governance of the College rests with a Governance Board of Directors and Mercy Partners, a canonical body which governs Mercy ministries in Queensland. Located on The Strand in Townsville, we endeavour to nurture our students, who are both boarders and day girls, in becoming women of independent spirit and compassion, within an environment that promotes excellence, creativity and leadership.

St Patrick's College Townsville considers the special circumstances of students who live away from home to undertake their education and respects the individual differences and potential of each student. The boarding community, as an integral part of the College, and in the spirit of the Sisters of Mercy, strives to build a true community of students, families and staff, reflecting the gospel spirit of mutual respect, freedom, optimism and resurrection in interactions between members of the community.

#### **OUR VISION**

St Patrick's College Townsville is a beacon of hope, fostering ambition and compassion to create a better world.

#### **ROLE**

As a member of the boarding staff, the Assistant Boarding Supervisor is expected to work as part of a team to share responsibility for the effective operation of the boarding community. The Assistant Boarding Supervisor is involved in the pastoral care and welfare of students and general functioning of the boarding house where boarding routines, methods and procedures are to be followed meticulously. Assistant Boarding Supervisors are required to sleep over as rostered.

The Assistant Boarding Supervisor is accountable under their employment contract to the Principal through the Director of Boarding and works under supervision of the Deputy Head of Boarding and the Senior Boarding Supervisor/s.

#### **QUALIFICATIONS AND EXPERIENCE**

- Hold a current First Aid Certificate.
- Hold a current and valid Paid Blue Card (Working with Children)
- Hold a current and valid Queensland Open Driver's License.



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### DUTIES

**The Assistant Boarding Supervisor is responsible for:**

#### **Pastoral care and welfare of students**

- Creating a positive boarding environment, that is as 'home like' as possible, through the development of a supportive, calm and welcoming atmosphere where every student is known and feels a sense of belonging.
- Introduction, modelling and reinforcement of positive and appropriate social behaviours.
- Monitoring and responding to the behaviour of the students in accordance with the College behaviour management policy and procedures.
- Supporting and utilising a restorative approach in working with boarding students.
- Monitoring sick boarding students, in liaison with, and under the direction of, the Senior Supervisor on Duty.
- Assisting in the supervision of study, homework and assessment.
- Participating in meetings to discuss relevant boarding ideas and/or issues.
- Exercising a duty of care towards students.
- Notifying the Director of Boarding of any serious concerns about a student (as per College policy – reportable/mandatory reporting).

#### **General functioning of the boarding house:**

- Perform roll marking and record student movement on REACH (software) accurately, and report students who cannot be located to the Senior Supervisor on Duty in a timely manner.
- Submit duty reports via REACH (software) to communicate maintenance, medical and pastoral issues with the Director of Boarding, Deputy Head of Boarding, Senior Boarding Supervisors and other relevant staff.
- Follow the boarding house routines, procedures and risk assessments regarding conduct, medication, meal times, bedtime, study, uniform, excursions and activities etc.
- Maintain the security of the boarding house during the assigned hours of duty with support of the Senior Supervisor on Duty.
- Ensure the cleanliness and tidiness of student rooms and common areas.
- Provide transport (in a College vehicle) for students to off campus activities such as sport, appointments and airport departures/arrivals and comply with the College's Vehicle Policy.

While on rostered duty, departures from the supervisory duties should be confined to allocated meal break or rest pauses as per the Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2019 - 2023.

### **GENERAL EXPECTATIONS OF STAFF**

Contributes to the development of the College as a cohesive Catholic educational community in the Mercy tradition:

- Gives personal witness to the College's Catholic values through word and action;
- Assists in the continuing development of a culture and ethos based on the Mercy tradition and heritage;
- Supports the liturgical and prayer life of the College and social justice initiatives;
- Supports and promotes the College's Pastoral Care policy;
- Contributes to the building of positive interpersonal relationships within the College community;



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- Contributes to processes that encourage communication, consultation and teamwork within the College community;
- Provides public support and loyalty to professional colleagues;
- Takes initiative and cooperates in pursuing opportunities for professional development and in developing multi-tasking skills required by the College;
- Publicly supports and implements College and system policies and protocols;
- Assists in the creation of a safe College where students are not judged on the basis of race or academic ability;
- Displays a spirit of hospitality and welcome to those who visit or contact the College.
- Maintains absolute confidentiality and discretion in all matters associated with St Patrick's College Townsville.
- Demonstrates a commitment to on-going professional, personal and spiritual development.
- Carries out other duties, as required by the Principal.

### EMPLOYMENT CONDITIONS

All staff at St Patrick's College Townsville are employed under Catholic Employing Authorities, Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2019 - 2023, which provides information in relation to levels of remuneration, leave, expected duties and work practices.

St Patrick's College Townsville is committed to child safety and has a zero tolerance for child abuse. Every person employed by the College has a responsibility to understand the important and specific role they play, to ensure the wellbeing and safety of all children and young people in our care. St Patrick's College Townsville's Child Protection Policy applies to all employees, and all activities which involve, result in or relate to contact with children.

The College reserves the right to alter roles and responsibilities at any point in time.

Position Description approved by:

AMBER HAUFF  
**College Principal**