



ST PATRICK'S COLLEGE  
TOWNSVILLE

## POSITION DESCRIPTION

### Senior 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 with 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 students, 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, parents 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.

#### THE ROLE

As a member of the boarding staff, the Senior Boarding Supervisor is expected to work as part of a team to share responsibility for the effective operation of the boarding community. The Senior Boarding Supervisor is responsible for the smooth and efficient management of student activities including the pastoral care and welfare of students and the general functioning of the boarding house. The Senior Boarding Supervisor will support the Director of Boarding and Deputy Head of Boarding in leading a team of Boarding Supervisors and Assistant Boarding Supervisors. The Senior Boarding Supervisor is accountable under their employment contract to the Principal through the Director of Boarding. The Senior Boarding Supervisor is required to deputise for the Director of Boarding or Deputy Head of Boarding when needed.

Senior Boarding Supervisors are required to sleepover as rostered, a minimum of three times per week.

#### Qualifications and Experience

- Suitable qualification in Residential Care would be desirable.
- Hold current First Aid Certificate
- Hold current and valid Paid Blue Card (Working with Children).
- Hold current and valid open driver's license.
- Experience of working in a school boarding facility desirable.

#### Responsibilities, Duties & Expectations

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

- Promote a positive and upbeat attitude to create a happy working environment, strong working relationships and productivity with those in your team.
- Facilitating the welfare of boarding students – their health, general wellbeing, academic engagement, social development and spirituality.



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- Facilitating effective, appropriate and timely communication with parents/guardians regarding boarding students' welfare taking a collaborative approach in addressing their concerns.
- Ensuring that boarding staff actively follow the daily operational plan, and appropriately manage the behaviour of students in accordance with College policy and procedures.
- Liaising with relevant College staff with regard to boarding students' welfare.
- Utilising appropriate systems and databases (eg REACH) to update student details, ensure effective student roll and leave management.
- Facilitating the management and adaption as necessary of afternoon and weekend plan.
- Assisting the Director of Boarding and Deputy Head of Boarding with boarding staff recruitment, induction and on the job training.
- Generating Daily Operational Plans and overseeing the implementation of boarding expectations and policies during rostered shifts as the Senior Supervisor on Duty.
- Communicating on any suggested improvements to the boarding house routine.
- Distributing medication under the guidance of the Health Centre Nurse.

### **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.
- Modelling and reinforcing positive and appropriate social behaviours for staff and students.
- Providing effective and supportive pastoral care to boarding students based on the Mercy principles of compassion and respect, with restoration of relationships at the core.
- Monitor and respond to the behaviour of the students in accordance with College policy and procedures.
- Help students develop executive functioning skills such as organisation, planning and prioritisation.
- Monitor and support boarders who are unwell.
- Assist in the supervision of effective study, homework, and assessment preparation.
- Exercise the required duty of care towards all students.
- Keep the Director of Boarding and Deputy Head of Boarding fully informed of any serious student concerns.

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

- Record student movement and record leave on REACH (software) accurately and ensure all staff maintain timely and accurate rolls and duty reports.
- Submitting duty reports via REACH (software) to communicate maintenance, medical and pastoral issues with the Director of Boarding and Deputy Head of Boarding.
- Following the boarding house routines, procedures and risk assessments regarding conduct, medication, meal times, bedtime, study, uniform, excursions and activities etc.
- Maintaining the security of the boarding house during the assigned hours of duty.
- Ensuring the cleanliness and tidiness of student rooms and common areas is upheld.
- Ensure activity programs are managed in an appropriate manner.
- Providing transport in the College vehicle/s for students to off campus activities, appointments and airport departures/arrivals and complying with the College Vehicle Policy and other relevant policies and procedures.  
\*NOTE: must provide copy of current Drivers Licence and signed Vehicle Policy form to the Executive Assistant – Principal prior to driving.

While on rostered duty, departures from supervisory duties should be confined to allocated meal break or rest



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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;
- 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, personal and spiritual 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.
- 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.

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

Position Description approved by:

AMBER HAUFF  
College Principal