



St Ursula's College

TOOWOOMBA

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CRICOS No: 03033M

ABN: 27 122 661 858

Role Description:	Senior Boarding Supervisor
Reports To:	Principal through the Head of Boarding/Acting Head of Boarding
Reporting Relationships & Key Liaisons:	Works collaboratively with Head of Boarding, Assistant Head of Boarding, other Senior Boarding Supervisors, Assistant Boarding Supervisors, Nurses and other College Staff as required to achieve desired outcomes.
Employment Status:	Permanent, Full-Time, Term Time Position. This role involves active supervision of boarding students, sleepovers, night work and weekend work. Other hours may be required depending on schools events, meetings, activities, staff absences (i.e. if a staff member takes leave or is unable to work).
Start Date	Immediate start.
Classification:	The position is classified as a 'Boarding Supervisor' in accordance with Schedule 14 of the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2015-2019</i> .

College Culture Statement

St. Ursula's College, Toowoomba, a Catholic educational and residential community in the Ursuline Tradition, is dedicated to the education and care of young women.

We strive to create learning opportunities that will encourage students to take responsibility for their own thinking and learning, so that they may become more resourceful and empathetic young women who seek:

- the development of a personal faith and spirituality;
- participation and leadership in all facets of today's and tomorrow's world.

The challenge for all is to model relationships within and beyond our community based on:

- mutual respect;
- tolerance and acceptance;
- care for the individual and the environment;
- interdependence and collaboration;
- service

so that our students, growing in wisdom, justice and integrity will contribute responsibly to their own transformation and that of society.



Position Purpose:

The role of the Senior Supervisor is to support and assist the Head of Boarding and other boarding staff in the day to day running of College boarding. As well as being a supportive role to the Boarding Team, the role demands strong leadership and role modelling within the Boarding Community.

The overall wellbeing, pastoral and academic care of the boarders is to be of the highest importance and at the core of all dealings.

Key responsibilities and accountabilities of Senior Supervisors include:

1. Boarding Students

- Ensure that the Catholic/Ursuline ethos that underpins St Ursula's College, Toowoomba permeates all aspects of the Boarding Community – spiritual, academic, pastoral, physical and social.
- Supervision duties that include but are not limited to:
 - Supervision of student activities and outings with discretion and utilisation of judgement.
 - Oversee and monitor the departure and return of students on weekend leave in accordance with College procedures, existing routines and methods.
 - Helps foster a climate where attitudes towards learning are promoted and maintained.
 - Supervision of study and homework.
 - Provide supervision of meals and meal times with general guidance.
 - General reception and administration duties that are carried out in accordance with existing routines, methods and College procedures.
- Ensure students understand and adhere to all College policies and procedures, particularly those relating to boarding.
- Liaison with parents as the need arises and as provided for in existing College policy.
- Set an example for students in the way they perform their duties and present themselves.
- Exercises a professional presence by being firm, fair and friendly towards the Boarders. This includes maintaining an awareness of appropriate work practices when working around children and young women.
- Report all serious matters and pastoral care issues to the Senior Boarding Supervisor, Head of Boarding or other College staff member as College policy requires.

2. Team Support

- This position requires a strong partnership with other members of the Boarding Team, Health Centre and other College Staff.



- Apply appropriate levels of confidentiality when interacting with students, parents, staff and members of the community.
- Maintain clear and regular communication between boarding staff members and provide support when needed.
- Ensure that the others supervisors, Assistant Head of Boarding and Head of Boarding is updated on all boarding matters regarding boarders, staff, routines etc.
- Encourage and nurture the link between day staff, boarding staff and students.
- Attends and contributes to regular staff meetings and consistently checks notice boards, emails and other communication.
- Attends appropriate professional development.

3. Environment

- Ensuring the Boarding House is characterised by an atmosphere of welcome, warmth and hospitality for boarders, staff, parents and other members of the College community.
- Promoting the College positively on all occasions.
- Ensures boarders care for furniture and fittings and that breakages are accounted for.
- Monitors the environment to ensure that a high level of cleanliness is maintained in the bedrooms, showers, toilets and common room areas.

4. General

All employees of St Ursula's College, Toowoomba are required to:

- Demonstrate support for the College's philosophy, policies and procedures, core values and commitment to the Ursuline and Catholic ethos.
- Maintain a degree of flexibility in working hours from time to time as required for the position.
- Accept that the College reserves the right to modify the position to meet its operating needs.
- Assist and relieve in other positions from time to time.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities as directed by the Principal or their representative.

Work Health & Safety

All team members have an obligation to comply with all the organisation's workplace health and safety policies, procedures and instructions and not place at risk the health and safety of any person at the workplace.

Equal Opportunity

All team members are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace.

Staff Development

All team members are required to participate in staff training and development activities to assist in the achievement of individual/work objectives.



Competencies and Selection Criteria:

- Excellent communication and interpersonal skills, including the ability to address and relate well to a broad range of individuals, on a variety of levels.
- Commitment to continuous improvement strategies.
- Effective understanding of strategies to support positive mental health, behaviour management and effective wellbeing to engage and support girls and young women in residential care.
- Effective understanding of one or more features of the strategic direction of boarding at St Ursula's College.
- Demonstrable commitment to the religious life and spiritual formation of boarding students.
- Hold a valid Queensland Working with Children Check Positive Paid Employee Notice (Blue Card).
- Hold a current First Aid and CPR certificate.
- Possession of a recognised residential care certificate or sufficient *practical experience* which, to the satisfaction of the College, enables the employee to operate at a similar level of skill and responsibility.
- Have a strong working knowledge of boarding policies and procedures including (but not limited to) those outlined in the Australian Boarding Standards.

See below Application Checklist for more information.

CHECKLIST FOR APPLICATION

1. Cover letter addressed to Mrs Appleby, College Principal, addressing the Selection Criteria. This should be no more than 1 (page) A4 page in length.



2. Applications to be submitted electronically to the College Principal - hr@st-ursula.qld.edu.au. Please mark the subject as "Senior Boarding Supervisor Application"

3. Applications to be submitted as soon as possible and no later than by **5pm, Friday 30 October 2020.**

**Please note, due to the urgent need to fill this position interviews and appointments may take place prior to this date. Applicants are encouraged to apply as soon as possible.*

4. Any questions regarding the position may be directed to Human Resources Coordinator, Miss Brontë Shaddock – hr@st-ursula.qld.edu.au

5. Shortlisted applicants will be contacted via phone to confirm an appropriate interview time.