

# POSITION DESCRIPTION

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## Study Centre Supervisor

John Paul College, Frankston is a Catholic co-educational secondary school with a rich heritage in the traditions of the FCJ sisters and the Marianists.

### MISSION

John Paul College provides an exemplary and holistic education within the Catholic tradition. We believe every student's success is grounded in quality learning and teaching, and a school culture that fosters wellbeing, promotes resilience, and inspires faith in action.

“With Him is the  
fullness of life”  
JOHN 10:10

Our motto is our vision – the commitment to ensure every member of our community is empowered to achieve success, act with integrity, and contribute to the common good – Christian discipleship for a just world.

The work of the Study Centre Supervisor will be informed by a vision of Catholic education that is Gospel-based, people-centred, inclusive, and holistic. The Study Centre Supervisor will work to develop an understanding of the Catholic, Marianist and Sisters of the Faithful Companions of Jesus ethos and the values of the College and ensure that they work within those foundational traditions and mission of the school.

### SPECIFIC RESPONSIBILITIES

The Study Centre Supervisor is responsible for the supervision of students in the study centre and supervising School Assessed Coursework (SAC) as per the VCAA Guidelines and will provide support and guidance to students to enhance their study skills and practices.

The Study Centre Supervisor will build relationships with senior students and help them to maintain good study habits to improve their academic outcomes.

### SPECIFIC TASKS

#### Supervision of the Study Centre

- Mark and maintain Study Centre rolls on SIMON
- Issue Class Passes to students signing into the Study Centre, where needed
- Monitor and update data for missed SACs
- Maintain a productive working atmosphere in the Study Centre
- Actively supervise all students in the study area including ensuring that all appropriate rules are followed
- Assist students where possible or directing them to other assistance
- Ensure appropriate use of technology during study lessons.
- Actively supervises all students directed to the Resource Centre when required due to organisational needs, including classes that cannot be covered, and ensuring that attendance is recorded accurately

#### Coordination of SACs

- Coordinate completion of all SAC catchups
- Supervise SACs/Tests as required
- Mark and maintain catchup SAC rolls on SIMON
- Ensure all Special Provision Guidelines are followed for specific students
- Support and supervise students with special provisions when required
- Support the supervision of Year 12 SACs scheduled during study periods, particularly in situations where staffing availability presents operational challenges for the College

#### Communication with appropriate staff

- Communicate with the Subject Teachers/House Co-ordinators and/or Learning Leaders as required regarding any student or learning issues

## Administration Tasks

- Complete administration tasks as provided by Deputy Principals such as attendance checking

## CHILD SAFETY

Every person employed or volunteering at John Paul College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. (CECV (Catholic Education Commission of Victoria) Commitment Statement to Child Safety). Such responsibility requires employees to:

- provide students with a child-safe environment
- be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- proactively monitor and support student wellbeing
- exercise pastoral care in a manner which reflects school values
- implement strategies which promote a healthy and positive learning environment

## KEY SELECTION CRITERIA

All applicants need to meet the following key selection criteria:

- A personal commitment to the College Vision, Mission and values
- Interpersonal skills that portray a welcoming atmosphere, friendly disposition and helpful nature
- A passion for working with young people
- Well-developed communication skills (personal, email, written correspondence)
- Use diplomacy, discretion and tact as required in a professional work environment
- Maintain First Aid and CPR qualifications
- Able to work independently with minimal supervision; and
- Able to use initiative to resolve problems in a constructive manner

## REPORTING RELATIONSHIPS

**REPORTS TO:** Head of Learning (10-12)

**ASSOCIATED RELATIONSHIPS:** Director of College Operations and Head of Resource Centre

## POSITION CLASSIFICATION

<b>Classification:</b>	0.82FTE / Category B, Level 2  8.30am – 3.14pm; Monday to Friday. Flexibility to work outside normal contracted hours on occasion is required. Any additional hours worked will attract Time in Lieu (TIL) in accordance with the Catholic Education Multi-Enterprise Agreement 2022 (CEMEA)
<b>Tenure</b>	Ongoing
<b>Appraisals</b>	Annual Review Meeting
<b>Entitlements</b>	Entitlements under the Catholic Education Multi-Enterprise Agreement 2022 (CEMEA) as amended (or its successors)
<b>Requirements</b>	National Criminal Record Check Valid Working with Children Card (Employee)

## Additional Information

John Paul College is committed to developing a culture to maintain the safety of each student in our care. The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at John Paul College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct. All Education Support Employees must hold a valid employee Working with Children Check and current National Criminal Record Check.