

# POSITION DESCRIPTION



**The Cathedral School**  
of St Anne & St James  
T O W N S V I L L E

**ROLE TITLE:**

Part-time Term-time Boarding Supervisor  
(19 hours per week)

**REPORTS TO:**

Luke Bails (Principal)  
Sharon Cook (Head of Girls Residence)

**INDUSTRIAL AGREEMENT:**

The Queensland Anglican Schools Enterprise Agreement

**CLASSIFICATION:**

Boarding House Supervisor

**COMMENCEMENT DATE:**

August 2024

The Cathedral School of St Anne & St James located in Townsville, North Queensland, is seeking an enthusiastic and energetic Boarding Supervisor to work as part of a team of carers who provide a friendly, homely environment to the school's boarding students.

As one of 11 part-time boarding supervisors, you will be part of a successful team who assist with the smooth running of the boarding dormitories consisting of boarders from regional and remote areas as well as overseas.

This is a residential position. Boarding Supervisors live in and assist in running the boarding house in exchange for year round board, lodging, with meals and a weekly remuneration during the school term. Applicants should enjoy working with adolescents and be willing to supervise students and assist them in their studies. Duties average 19 hours per week, which consists of mostly weekend duty.

The Cathedral School of St Anne & St James located in Mundingburra is Townsville's only Independent Anglican School for boys and girls from Early Childhood to Year 12 and boarding students from Year 7 to 12. The school is set adjacent to a lagoon and lush tropical rain trees creating a wonderful canvas to inspire learning and creativity. At Cathedral we 'educate for life-long success'. We know that this requires a well-rounded education and a focus on developing the "whole person" by nurturing the body and spirit as well as the mind.

## ORGANISATIONAL ENVIRONMENT

The Cathedral School is an Anglican co-educational school of approximately 1,100 students from six weeks old to Year 12 including 150 boarding students from Years 7 to 12.

### MISSION:

The mission of The Cathedral School is to be a caring, Christian community in which students are challenged and inspired to explore, learn, and grow so they will be equipped to make wise decisions as informed members of society.

### AIMS:

1. To be a Centre for academic excellence.
2. To encourage an understanding that the spiritual and moral aspects of life are central to our humanity.
3. To affirm the unique worth of the individual.
4. To inspire our students through creative, purposeful, enjoyable learning, to reach their full potential.
5. To develop attitudes which are anticipatory, visionary, and reflective.
6. To educate our students to be discerning, sensitive, and responsible.

## ORGANISATIONAL EXPECTATIONS

All employees are expected to respect the confidentiality of the individual, and to treat all members of the school community with courtesy.

All employees are bound by the requirements of the school's policies, procedures and any other practices (such as the Code of Conduct and Dress Code) and are expected to provide appropriate support and pastoral care to students of the school.

The Cathedral School is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Workplace Health and Safety Act*.

The Cathedral School is committed to the safety and wellbeing of children enrolled at the school. As a condition of employment in accordance with the *Working with Children (Risk Management and Screening) Act 2000 (Qld)*, employees are expected to obtain and hold, for the duration of employment, a current Suitability Notice (Blue Card).

Staff are required to take an active role and be well informed regarding their legal obligations in relation to child safety and duty of care. Staff must familiarise themselves and comply with the school's Student Protection Manual.

Proof of qualifications will be required prior to commencement.

The position description is a guide only and is not intended to be an exhaustive list of duties attached to this position. Employees may be required, from time to time, to undertake duties that are outside their usual role or specialism, but within their skills, competency, and capability.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways which are inconsistent with their obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body, or the school.

## PRIMARY ROLE PURPOSE

The role of a Boarding Supervisor is to work as part of a team of responsible carers who provide a warm, friendly, homely environment. The role will require you to attend to the pastoral needs (social, emotional, intellectual, physical, and spiritual) of all boarders during their time at The Cathedral School.

The position is expected to support the school community (Principal, staff, students, and parents) in the continued promotion of the philosophy of the school which is founded on the Mission Statement.

This is a residential position. Boarding Supervisors live in and assist in running the boarding house in exchange for board and lodging and remuneration. Applicants should enjoy working with adolescents and be willing to supervise students and assist them in their studies. Duties average 19 hours per week, which consists of mostly weekend duty.

## RELATIONSHIPS AND AUTHORITY

Boarding Supervisors work under the direction of the Director of Boarding and Head of Residence who are responsible for the overall supervision and management of the dormitory and its residents (both students and staff). Duties involve general supervision of the dormitory and activities.

This level requires employees who have had sufficient experience and/or training to enable them to carry out their assigned duties under general supervision, using established procedures, practices, and instruction.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to the Head of Residences.

Experienced employees may be required to provide peer guidance and train less experienced staff in their area of knowledge.

## SKILL AND KNOWLEDGE

### *Essential Criteria*

The Boarding Supervisor will be required to meet the following Essential Criteria and actively work towards obtaining the desired Competencies, Knowledge & Skills.

### *Qualifications*

- Valid Working with Children Check (Blue Card).
- Current First Aid / CPR certificate are required and must be kept up to date.

### *Competencies, Knowledge & Skills*

- Demonstrate the ability to work with young adolescents.
- Demonstrate a good role model in terms of behaviour, language, dress, grooming, hygiene, integrity.
- Demonstrate good interpersonal, communication and listening skills.
- Ability to problem-solve and be proactive in the workplace.
- Ability to work within a team environment and individually.
- Ability to demonstrate maturity, flexibility, creativity, and initiative within work role.
- Ability to provide active supervision of students.

### *Desirable Qualifications, Competencies, Knowledge & Skills*

- Demonstrate the ability to work with young adolescents.
- Demonstrate a good role model in terms of behaviour, language, dress, grooming, hygiene, integrity.
- Demonstrate good interpersonal, communication and listening skills.
- Ability to problem-solve and be proactive in the workplace.
- Ability to work within a team environment and individually.
- Ability to demonstrate maturity, flexibility, creativity, and initiative within work role.

## KEY ACCOUNTABILITIES

The position of Boarding Supervisor will be required to perform the following tasks:

### *Students*

- Pastoral care (security and welfare) of all students in dormitories.
- Ensuring students rise and attend to personal hygiene prior to breakfast.
- Inspection of dormitories: cleanliness, hygiene and appearance of each dormitory area and common room area.
- Check students present for morning, afternoon and evening activities and socialising.
- Supervise and assist students with study and homework.
- Participate in student activities and outings as required.
- Attend and supervise breakfast, lunch, and dinner in Dining Room.
- Attend and supervise Sunday evening chapel if on duty.
- Supervision of grounds between evening meal and students back in dormitory time.
- Oversee departure of students on weekend leave.
- Responsibility for minor discipline matters referred by staff. Referral of serious breaches of boarding discipline to the Director of Boarding and/or Head of Residence.
- In the event of an evacuation, act as a Fire Warden and assist in coordinating the safe evacuation of students to the designated evacuation area. Wardens are responsible to be familiar with the evacuation and emergency procedures for the boarding houses.

### *Parents*

- Receive incoming calls from parents and respond to requests as required.
- Communicate with parents (usually by phone or email) if the need arises.

## Administration

- Liaise with staff on duty at all times with regard to the care and discipline of students.
- Attendance at Boarding "In-service" days at the beginning of each term. These days are convened by the Director of Boarding and Head of Residence for all boarding staff.
- Liaise with Student Health Centre (SHC) staff for medical matters.
- Preparation of a report to the Head of Residence for changeover on Sunday evenings.
- Administration of boarding files.
- Oversight of leave procedure during the weekend with respect to the sign-in and sign-out procedure.
- Security of Boarding Office.
- Responsibility of safe-keeping of students' valuables in consultation with dormitory staff.
- To perform other appropriate duties as directed by Director of Boarding and/or Head of Residence.

## APPLYING FOR THE POSITION

Applicants wishing to apply for the position are required to submit a cover letter and resume outlining their skills and experience and provide 3 work references to which the school can contact. We will assess applications as they arrive, so please apply today!

Please send applications to:

Human Resources  
The Cathedral School  
Email: [hr@cathedral.qld.edu.au](mailto:hr@cathedral.qld.edu.au)