

## HOSTEL SUPERVISORS

### JOB DESCRIPTION

#### VISION AND MISSION

**VISION:** To be a lighthouse in Christian education, growing and adapting to meet the needs of Aboriginal (First Nations) students.

**MISSION:** To provide a Christ-centred education, that nurtures students spiritually, educationally, and socially, in an inclusive learning environment that embraces the richness of the Aboriginal (First Nations) heritage.

To discover and develop God-given talents, grounded in biblical truths, equipping students with life skills, preparing them to be leaders in their communities and to make a positive difference in the world.

#### SCOPE

This position assists in the smooth and effective running of the Boarding House as directed by the Hostel Manager and is responsible for the welfare and progress of all students in their care for the duration of their duty.

#### WORKING CONDITIONS

Full Time Employment 1.0 FTE

#### HOURS

1.0 FTE Rostered over 7 days a week, 24 hours a day

Main working hours are outside of school day hours of 7:45am – 4:00pm. Evening and weekend duties are on rotation with other staff.

Be contactable on the mobile telephone 24 hours unless 'off duty'.

Not required to work during the whole school holidays.

#### REPORTING STRUCTURE

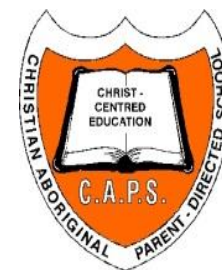
This position will report directly to the Hostel Manager.

#### QUALIFICATIONS, CERTIFICATIONS AND REGISTRATIONS ETC

- CHC42021 Certificate IV in Community Services – Student Residential Care or equivalent or willingness to obtain within first 12 months.
- Working with Children Check and a National Police Clearance, eligibility to obtain one as soon as possible and continue to be eligible for National Police Clearance and maintain a current Working with Children Check, during tenure
- Eligible to work in Australia.

#### SKILLS – ESSENTIAL

- Support and actively demonstrate and implement the Christian Ethos of the organisation as outlined in the CAPS Statement of Faith, Vision and Mission.
- Demonstrate a strong passion for Christian Education.
- Willingness to actively be involved in the Prayer, Devotions and Worship times.



### **Knowledge and experience**

- Demonstrate an understanding of the needs of students aged 10 – 18.
- Demonstrate an understanding of indigenous cultures and practices.
- Well organised and able to calmly deal with emergencies.
- Possess a sound knowledge of Microsoft Word MS teams and Excel.
- Previous experience in dealing with school students.
- Strong IT experience and skills.

### **Personal qualities**

- Respect for all members of a school community, irrespective of position, gender, age, and background
- A positive and solution-focused attitude to working life.
- Demonstrate tact, empathy, humility and genuinely care about students, taking the time to listen and motivate them.
- Be a good team player with excellence communication and 'people' skills.

### **SKILLS – DESIRABLE**

- A professional qualification in childcare and/or a specialist subject.
- Previous experience working in a pastoral role is desirable.
- Experience or willing to learn school data management system.
- Current First Aid training
- Willingness to obtain National Police Clearance and Working with Children Check as required.

### **DUTIES AND RESPONSIBILITIES**

#### **Overall responsibilities**

- Actively support the vision, ethos, culture, and policies of the School.
- Promote high standards in all aspects of school life, particularly in student progress.
- Contribute to a school culture which is positive, purposeful, and professional.
- Are committed to safeguarding and to promoting the welfare of children and young people.

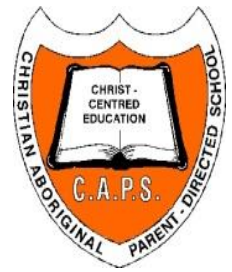
#### **General Duties**

- Support the Hostel Manager regarding House rules, regulations, and routines.
- Adhere to security and safeguarding procedures.
- Supervise student waking up and bedtimes and at other designated duty times, including evening and weekends.
- Support the provision of evening and weekend academic and enrichment activities.
- Promote good manners and courtesy from students including use of the common language of English.

#### **Students' Health and Welfare**

- Attend to students' minor medical needs including preparation of student medicines and treatments, and liaise with parents, teachers, the school nurse, and other staff concerning student wellbeing.
- Conduct risk assessments and liaise with the Boarding Manager regarding Boarding Health & Safety.
- Maintain accurate student records on data management system in accordance with changing medical needs, and inform staff of relevant information, for example allergies or medication.
- Liaise with school nurse to maintain a stock of medicines and equipment.

#### **Maintenance and Laundry**



- Check all rooms for safety, state of repair and cleanliness on a regular basis.
- Support boarding students in the use of laundry facilities and appropriate laundry practice.
- Check Boarding facilities at the start and end of each term, reporting any maintenance issues to delegated authority.

**Other Responsibilities**

- Keep up to date with professional developments and attend relevant training.
- Performs any other administration duties that are deemed appropriate to your role.
- Abide by the staff Code of Conduct and other School policies as outlined in CAPS Employee Handbook and CAPS Policies.
- Attendance at ALL Staff Devotions, Staff meetings, Staff professional development as directed by the Principal.
- Adhering to all the organisation’s policies and procedures for health and safety requirements.
- Committed to collaborative practices with all stakeholders.
- Other duties as instructed by Business Manager and Principal as may be required.

**NOTE: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the school in consultation with this role.**

**If relevant, this position will offer subsidised accommodation and a relocation allowance as part of the package at commencement.**

Position Held By:	
Signed:	
Date:	