



139 Adelaide Park Road, Yeppoon Qld 4703  
07 4939 9300

stbrendans.qld.edu.au  
humanresources@sbc.qld.edu.au

ST BRENDAN'S COLLEGE

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## Assistant Head of Residence

### POSITION DESCRIPTION

#### Position Information

<b>Position Title:</b>	Assistant Head of Residence
<b>Classification:</b>	Senior Supervisor
<b>Status</b>	Continuing
<b>Employment Type</b>	Full-time
<b>Agreement:</b>	Catholic Employers Single Enterprise Collective Agreement Religious Institute Schools Queensland 2023 - 2026
<b>Reports To:</b>	Head of Residence

#### Employment Information

<b>Employer</b>	Edmund Rice Education Australia Colleges Ltd
<b>School:</b>	St Brendan's College, Yeppoon
<b>Location:</b>	139 Adelaide Park Road, Yeppoon QLD 4703

#### **Further Information**

For further information about the role, please contact the Human Resource Manager, Anne Campbell on (07) 4939 9403 or at [humanresources@sbc.qld.edu.au](mailto:humanresources@sbc.qld.edu.au)

#### **Purpose**

The Assistant - Head of Residence will work collaboratively with all aspects of the College to provide a quality and caring residential environment for students in which they have the opportunity to reach their full potential.

#### **Qualifications**

Qualifications at either a recognised Diploma or Degree in a discipline relevant to residential care or education, or sufficient practical experience which, to the satisfaction of the employer, enables the employee to operate at a similar level of skill and responsibility.

### **Primary Responsibilities**

- Assist in the operation of a residence designated by the Assistant Principal Residential.
- Active duty at all times while students are in residence.
- Implement College philosophy, religious practice and mission statement to students in residence.
- Implement College policy and CLT direction where applicable to students in residence.
- Exercise a duty of care at all times.
- Respect the expectations of the school and the rights of the student.
- Report to the Principal or Assistant Principal-Residential when appropriate matters which should be drawn to their attention.
- Direct support to the Head of Residence and act in a leadership role in their short-term absence.
- Attend Boarders' Mass, Boarders' Assembly and other major Boarding Functions.
- Monitor and report any WHS and or maintenance issues through the College online portal.
- Carry out any other reasonable tasks delegated by the Assistant Principal- Residential.

You are to support the Head of Residence in:

- Managing the pastoral care of all students.
- Resolving student issues where possible, documenting and communicating with stakeholders.
- Promoting a night study program that supports the needs of all students in residence.
- Developing a residence activity program that builds camaraderie and promotes healthy living.
- Maintaining good standards of discipline, tidiness and hygiene in the residence.
- Conducting regular inspections of the residence, including student areas.
- Supervising student laundry arrangements.
- Liaising with the school nurse on students' health.
- Managing students with special dietary needs.
- Monitoring the dress and behaviour of students on and off the campus.
- Maintaining contact with parents regarding the progress of students in your care.
- Working collaboratively with all residential staff to build a consistent and positive boarding culture.
- Inducting new boarding staff into the residence through the Boarding Training & Induction Checklist.

### **Essential Criteria**

- A willingness to be involved in the life of the College.
- Blue Card
- Bus License
- CPR & First Aid Certificate
- An understanding of the charism of Blessed Edmund Rice as articulated in the Charter for Catholic Schools in the Edmund Rice Tradition.
- A commitment to personal professional development.

### **Additional Factors**

- The Principal and/or Deputy Principal may direct completion of other reasonable, relevant duties.
- The College reserves the right to modify or adjust the Position Description to meet its operational and strategic needs.

### **Employment at St Brendan's College**

All employees at the College are expected to:

- Support the ethos and aims of Catholic education in the Edmund Rice Tradition
- Operate with the Gospel Values of compassion, justice, truth and service at the core of your dealings with students, parents, staff and the wider community
- Have an awareness of, and support for, the Charter and EREA policies, procedures and practices
- Adhere to the EREA Code of Conduct and St Brendan's College policies and procedures
- Be familiar with and work towards achieving the goals outlined in the Strategic Plan
- Be supportive of the religious, social, cultural and sporting programs of the College
- Have knowledge/awareness of Equal Opportunity and Anti-Discrimination requirements applicable in the work environment.

### **Child Safeguarding Responsibilities**

- EREA is a child safe and child-centred organisation, committed to the protection of children, young people and enrolled adults (students). EREA has zero-tolerance of any abuse.
- It is our commitment to ensure that every student is kept safe and free from all forms of harm and abuse.
- EREA is committed to ensuring the safety, wellbeing and dignity of all students. Our physical and cultural environment promotes inclusion, participation and empowerment.
- You are required, as a condition of employment at EREA, to comply with our Safeguarding Program, including our Safeguarding policies and procedures, the EREA National and local Code of Conduct, your legal obligations with respect to the reporting of child safety incidents or concerns, and in maintaining a valid and current Working with Children Card.

## **Agreement**

I acknowledge that I have read and understood the duties, expectations, and requirements specific to the position. I confirm that my skills and/or qualifications meet the requirements for this position.

Name:

Signature:

Date: