



Assistant Principal – Residential

POSITION DESCRIPTION

Position Information

Position Title:	Assistant Principal Residential
Classification:	Position of Leadership – Assistant Principal
Status	Continuing
Employment Type	Full-time
Agreement:	Catholic Employers Single Enterprise Collective Agreement Religious Institute Schools Queensland 2023 - 2026
Reports To:	Principal

Employment Information

Employer	Edmund Rice Education Australia Colleges Ltd
School:	St Brendan's College, Yeppoon
Location:	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

Purpose

The role of the Assistant Principal – Residential is a senior leadership position. As a member of the College Leadership Team (CLT) the AP-Residential is charged with the development, implementation and oversight of all operations pertaining to the residential community.

Qualifications

A bachelor's degree in education, or an undergraduate degree and suitable post graduate qualifications, to meet the Qld College of Teachers registration requirements.

Primary Responsibilities

Boarding Staff

- Advise the Principal on the recruitment, selection and training of appropriate boarding supervisors and nursing staff.
- Undertake the induction and training of new staff.
- Oversee the Assistant Head of Boarding in creating and managing staff rosters, timetables and boarding shift allocations.
- Provide adequate staff coverage for the Boarding Residences including covers for illness, appointments and leave.
- Delegate to senior boarding staff the management and supervision of the individual residences.
- Enact policy development for the Boarding Residences
- Ensure compliance with relevant legislation and school policies including Child Safe- Guarding policies, Workplace Health and Safety procedures and relevant employment conditions relating to the Enterprise Bargaining Agreement.
- Regularly review and update policies and procedures when legislative requirements occur.
- Ensure that residential staff are trained in and adhere to policies and procedures.
- Ensure boarding staff undertake annual reviews/professional conversations

Boarding Students

- Executive oversight and management of all student behaviour issues in Boarding.
- Lead tours, meet with and interview all prospective students and parents
- Monitor the academic, social and emotional progress of residential students.
- Be cognisant of the needs and individual differences of the residential students.
- Maintain accurate and consistent records of pastoral and disciplinary interactions with students.
- Liaise with students' parents and guardians regarding leave and travel.
- Oversee leave arrangements for boarders whilst maintaining Duty of Care and a safe environment. This includes downtown leave, Sunday leave, free weekend leave, leave with parents, and leave for sporting commitments.
- Ensure the recreational program provides engaging activities for boarders including sport, dinners, excursions, socials and other events.
- Undertake boarding visits to rural and regional areas to engage with current and prospective families

Boarding Matters

- Handle, with due pastoral concern, and where necessary in consultation with the School Counsellor, matters of discipline or student concern, referred by Heads of Residence, Boarding Supervisors, parents, or teachers.
- Develop and keep operational the day to day running of the Boarding Residences with the organisation of daily timetables, either directly or in consultation with Heads of Residence as appropriate, in areas such as Residences, night study, dining room, laundry, residence cleanliness, personal cleanliness, health, leave arrangements, and ensure that boarders are suitably supervised at all times.
- Monitor the performance of the support services departments that service boarding, namely Catering, Laundry, Grounds and Gardens, Maintenance and Cleaning and liaise with the Business Manager and Property and Services Manager when issues arise.
- Monitor, in loco parentis, all aspects of Boarder's Leave,
- Maintain an open and caring environment in which students are able to develop their talents as individuals and respond to the challenges of students living away from home. Allowing

sufficient privacy, adequate social, cultural, sporting and other activities, both within and outside the school.

Boarding Communication

- Promote College Residential activities and events to parents.
- Liaise with the Business Manager, Property Manager and Services Manager to ensure the catering, cleaning, laundry and grounds, gardens and maintenance needs of the College are at the required standard.
- Liaise with the College Leadership Team and Heads of Departments, Heads of Year and teachers to ensure an understanding of boarding/academic matters.
- Communication to staff, students and the wider community via the College Staff News.
- To liaise with the Business Manager, Residential Staff, and other Department Heads for the budget and budgets control, ordering of supplies, etc.
- To liaise with parents/guardians as the need arises to communicate items of interest to boarders' parents. The AP – Residential should also contact parents individually where individual students are a matter of concern.
- Oversee the development of “The Boarding Buzz” magazine at the end of each term.

Key Performance Area

- Ensure effective leadership of the whole College residences
- Understanding of and empathy for the various cultural groups at the College
- Student Behaviour Management
- Staff Management

Essential Criteria

- Queensland College of Teachers Registration.
- Significant experience working in and leading a residential environment.
- A willingness to be involved in the life of the College.
- Blue Card
- 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: