



**Catholic  
Education**  
Diocese of Cairns

*Learning with Faith and Vision*



## **St Augustine's College, Parramatta Park**

### **Boarding Supervisor - Live In**

**Part-Time Fixed Term Position**

**16 July 2018 - 25 January 2019**

**Applications Close: 5.00pm, Friday 22 June 2018**

Applications are invited from suitably qualified and experienced candidates for this position.

Intending applicants must:

- Be fully supportive of the ethos of Catholic Education;
- Be eligible for or hold a Working with Children Blue Card;
- Be fully committed to creating and maintaining a child safe organisation.

Catholic Education Services is an equal opportunity employer.



## 1. Complete Employment Application Form

Complete the attached Employment Application Form. Please notify your referees that you are applying for this position and ensure you have their consent to nominate them. It is the Applicant's responsibility to ensure all referee information provided is accurate and contact details are correct. A referee from your current or most recent line manager must be included.

## 2. Covering Letter (Maximum 2 Pages)

Provide a covering letter outlining your experience and reason for applying for this position.

## 3. CV/Resume (Maximum 2 Pages)

Provide a CV/Resume which includes:

- Education
- Employment history (position, organisation, employment dates)
- Professional memberships
- Professional Development (any other courses you have completed or are currently enrolled in)

## 4. Supporting Documentation

Provide supporting documentation which include:

- Qualifications and academic transcripts
- Practicum Reports (Graduate Teachers ONLY)
- Registration:
  - Working with Children Blue Card
  - Queensland College of Teachers
  - Professional Membership

### QUICK TIP

Current employees are not required to provide supporting documentation.

## 5. Submit Application

Submit your application comprising of:

- Employment Application Form
- Covering Letter
- CV/Resume
- Supporting Documentation

### QUICK TIP

Do not bind/ place your application in a folder or submit original copies of documentation.

**Submit To:** Mr John Brimstone  
Director of Boarding  
St Augustine's College  
Parramatta Park QLD 4870  
Ph: (07) 4051 5555  
Fax: (07) 4031 5465  
Email: [jbrimstone@sac.qld.edu.au](mailto:jbrimstone@sac.qld.edu.au)

You will receive confirmation of receipt of your application.

# Employment Application Form

Position Applied For:

## PERSONAL DETAILS

Title:                      Mr                      Mrs                      Ms                      Miss                      Other

Surname:

Given Names:

Preferred Name:

Residential Address:

Post Code:

Postal Address:                      As Above

Post Code:

Home Phone:

Mobile:

Email:

Religion:

## REFEREES

In order to make an informed decision on your suitability for the position, Catholic Education will require to speak to referees that you nominate. A referee is a person that can provide us with detail in respect to your work ethic, experience and competency. Please list three referees, including a line manager in your most recent position. For teaching positions, you must include a line manager in your most recent education position, eg Principal. A Church representative/ Religious or Clergy reference is defined as a Parish Priest, Bishop or member of a religious order. We reserve the right to request an additional referee if we believe a person has not been fully forthcoming.

Referee 1 (Line Manager)

Referee 2 (Employer)

Name:

Name:

Position:

Position:

Organisation:

Organisation:

Phone Number:

Phone Number:

Mobile:

Mobile:

Email:

Email:

Referee 3 (Church Representative)

Referee 4 (Other Professional)

Name:

Name:

Position:

Position:

Organisation:

Organisation:

Phone Number:

Phone Number:

Mobile:

Mobile:

Email:

Email:

## EMPLOYMENT HEALTH DECLARATION

If you are successful in securing an interview with Catholic Education, you will be requested to complete a Employment Health Declaration. The purpose of this declaration is to ensure that you are fully able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your health or safety.

## WORKING IN THE DIOCESE OF CAIRNS

The Catholic school system is an integral part of the Church. The Catholic Diocese of Cairns extends from Cardwell in the south, west to the Northern Territory border including the Atherton Tablelands, and north to gulf country, Cape York Peninsula and the Torres Strait Islands. With the exception of schools in Weipa, Cooktown and Thursday Island, all schools and colleges are within two hours driving time from Cairns.

Catholic Education Services is the Diocesan education office. Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education Services, who is the employer of all Catholic Education staff in the Diocese. Further information about Catholic Education in the Diocese of Cairns is available from the website: [www.cns.catholic.edu.au](http://www.cns.catholic.edu.au)

## EMPLOYMENT REQUIREMENTS

Any appointment to a teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee demonstrating appropriate qualifications and registration with the Queensland College of Teachers Registration. Any appointment to a non-teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee being eligible to apply for and obtaining a Working With Children Blue Card unless the appointee is a registered Health Practitioner performing within their professional area. For more information please visit [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au).

Employment is conditional upon the appointee demonstrating eligibility of Working Rights in Australia.

All employees have a responsibility for promoting and safeguarding the wellbeing of children and young persons that they are responsible for or come into contact with.

Employment is conditional upon the acceptance of the Statement of Principles for Employment in Catholic Education and for teaching position the attainment of Accreditation to Teach Religion in a Catholic School. To view the Statement of Principles, visit [www.cns.catholic.edu.au](http://www.cns.catholic.edu.au) and click on Employment / Agreements, Schedules & Awards.

## EMPLOYMENT COLLECTION NOTICE

In submitting this application for employment you agree that you will not seek access to references provided by third parties or to confidential notes or reports made by us relating to your application for employment. We seek your agreement in this regard to ensure that referees are not inhibited from providing complete and accurate references as to your suitability for the position.

In applying for this position and submitting your application for employment you will be providing Catholic Education Services with personal information, for example your name, address and information contained in your resume. We will collect and record this information in order to assess your application. To view Catholic Education's Privacy Policy, visit [www.cns.catholic.edu.au](http://www.cns.catholic.edu.au) and click on About/Privacy. Your records will be kept on file for a three month period only pending your employment within the Diocese.

## DECLARATION

*If submitting electronically, typing your name below denotes supplying your signature.*

I agree to the conditions of the Employment Collection Notice. I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment. I declare that the information I have provided in this application is true and correct at the time of submission. I have read, understood and accept that the Statement of Principles referred to above are contractual obligations underpinning employment with Catholic Education - Diocese of Cairns.

**Signature:**

**Date:**

**Please indicate how you became aware of this vacancy:**

CES Website

Facebook

Teachers on Net

SEEK

The Catholic Leader

Newspaper: Please specify:

Other: Please Specify:



Established 1930

# *St Augustine's College*

## **POSITION DESCRIPTION & TERMS OF APPOINTMENT**

### **BOARDING SUPERVISOR – LIVE-IN**

**ACCOUNTABLE TO:** Principal

**COMMUNICATING WITH:** Director of Boarding  
Heads of Residence  
College Nurse  
Staff of St Augustine's & St Monica's

#### **PRIMARY OBJECTIVES**

- To give personal witness to Catholic values in carrying out the day to day duties of the position
- To be faithful to the Marist Charism in a dynamic way
- To work co-operatively with all members of staff

#### **KEY TASKS**

- Supervise students when they are in their residences, at study, at meals, on outings, at camps or at sport
- Offer tutorial assistance to students
- Transport students to and from sport and other activities
- Take students for special interest activities
- Undertake other tasks in the boarding program, e.g. Driving, clerical assistance, distribution of sports gear, organisation of student laundry, responsibility for security
- Any other tasks as directed by the Principal or Director of Boarding

#### **ACCOMMODATION**

In recompense for the completion of an average of thirteen hours work per week during school term time, you are provided with board and lodging. Accommodation is provided free of charge for you with these other benefits: your meals from the College kitchen during term time if desired; use of white goods and other amenities in the flat; free maintenance other than for damage caused through the residents' own action or inaction. Telephone and internet charges are to be met by you.

As a resident you are required to keep the flat in good order and repair. You are at liberty to use the flat during both term and school vacation periods for the length of the appointment. While students are in residence at the College, you are obliged never to invite into the flat guests who would not qualify to have contact with children under Queensland Law. Whenever you invite a guest to stay overnight or while students are in residence, this would need the prior approval of the Director of Boarding, the Principal, or the person deputed to act in the capacity of the Principal if he were absent.

The arrangement may be terminated at any time by either party with two weeks' notice, or summarily by the Principal for any gross dereliction of duty. There are no: monetary, leave, superannuation or other benefits associated with the appointment.

The appointment is conditional on the Boarding Supervisor's qualifying for a Suitability Card for Child Related Employment issued by the Queensland Commission for Children and Young People, and following a lifestyle that is not inconsistent with the teachings and moral principles espoused by the Catholic Church. Other requirements, customs and practices are set out in the Boarding Staff Handbook.

#### **MANDATORY QUALIFICATIONS AND REQUIREMENTS**

- Unless an exemption applies all staff are required to hold a current Working With Children Blue Card or be eligible to apply
- Current drivers licence;
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education

#### **RELATED DOCUMENTS**

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland 2015-2019

#### **ADDITIONAL INFORMATION**

The incumbent will need:

- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.

#### **EMPLOYEE ACCEPTANCE**

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_