

Information for persons enquiring about the advertised position of:

Boarding Residential Tutors – Boys Boarding

- CLOSING DATE:** Please submit applications by 18 June 2018
- TENURE:** Fixed term until 14 December 2018
- HOURS:** Up to 15 hours rostered per week, Term Time only
- LOCATION:** Stephen Street Campus – Middle and Senior College
- ENQUIRIES:** Any enquiries or questions are to be directed to Mr Jim Tamvakis, Director of Boarding on 07 4688 2700
- HOW TO APPLY:** Applications should include the following:
- (a) A **Covering Letter** outlining your skills and experience.
 - (b) A current **Resume** including academic and professional qualifications, employment history and the names and contact details of two referees.
- Applications should be emailed to employment@concordia.qld.edu.au

Boarding is at the very heart of the Concordia community and the positive personal and academic transformations that we achieve in so many of our students is as a direct result of the outstanding pastoral care provided within the boarding context. The College's boarding precinct is for Grades 7-12 and is a single purpose-built facility with two wings (Giabal House for Girls and Temme House for Boys), including various breakout areas as well as a large central common area.

It is important that you read the enclosed information before proceeding with your application.

- Our Conditions of Employment
- Our College
- College Philosophy Statement
- Position Description for Boarding Residential Tutors
- Employment Collection Notice

OUR CONDITIONS OF EMPLOYMENT

Concordia Lutheran College, as a school of the Lutheran Church of Australia, and terms and conditions of employment will be in accordance with the Queensland Lutheran Schools Single Enterprise Agreement 2016.

A copy of the Agreement can be accessed by the following link:
<http://leq.lutheran.edu.au/qldlssinglelea2016/>

OUR COLLEGE

Concordia Lutheran College is Concordia is more than a College, it is a community. Not only does it provide a rich learning environment where students are engaged and challenged, it also provides a safe and caring community where they are nurtured, encouraged and cared for.

We are a school of the Lutheran Church of Australia and have been a rich part of the Toowoomba tapestry since 1946. We have three campuses with Prep to Year 6 available at our Warwick Street and Hume Street Campuses. Years 7 to 12 is offered at the Stephen Street Campus.

There are numerous extra-curricular activities on offer so that students can be exposed to a broad range of experiences.

Boarding has been part of the College since its inception and we enjoy providing a quality education to students who come to us locally and internationally.

Concordia is a Christ-centred school that offers students opportunities to recognise their identity as a child of God, while still acknowledging and welcoming students who come from a variety of cultures and backgrounds.

Our values of compassion and care are instilled in students so that they see themselves as people who can make a positive and rich contribution in the lives of others. Numerous service learning opportunities are conducted throughout each year so that students experience the joy of using their heads, hearts and hands to enrich the lives of groups and individuals in need.

JUNIOR COLLEGE

With two specialised Junior College campuses - Hume Street Campus and Warwick Street Campus - the focus on every child in our care is to ensure a balanced individual who is ready for the next stage in their school career.

At Concordia Lutheran College's Junior College, we strive to provide a happy, healthy and safe place for your child during the important early years. Built on rich academic foundations, our dedicated team of teachers and support staff instill in our students, from Prep to Year 6, the importance of being lifelong learners, as well as proactive members of the community.

While our extensive resources allow for challenging academic programs, we also understand the importance of emotional wellbeing; for this, we provide carefully crafted pastoral care.

MIDDLE COLLEGE

Students join Concordia's Middle College from Year 7 to Year 9. These three years provide a critical link between Junior College to the Senior College.

While much of our approach remains the same – enviable resources, dedicated teaching staff, a commitment to lifelong learning – there are some subtle changes that will help prepare students for future academic challenges. These include working closely with a limited number of teachers, building up a truly supportive relationship, as well as the introduction of electives.

At the end of Year 9, our students are fully prepared for the advanced learning they will undertake at the Senior College and beyond. Concordia prides itself on being able to nurture resilient, independent learners; an invaluable skill for school, university, and life outside formal education.

Our Pastoral Care Program, specifically designed by our Middle College Coordinator, ensures that students continue as rounded, healthy individuals equipped with the social and emotional skills needed to succeed in secondary education.

SENIOR COLLEGE

Our Senior College, comprised of Years 10 to 12, is the final stepping stone of education at Concordia.

Our passionate staff work closely with students with a focus on future goals, notably post-secondary career pathways. This comprehensive preparation manifests itself in mature students who value lifelong learning, and leave with strong leadership skills and the ability to flourish in their next steps.

We seek to nurture an atmosphere of respect between teachers, students and families – we believe this has been an integral component of our success. Our pastoral care program includes work experience and life skill seminars suited to each year level. During their time at the Senior College, students can undertake workplace traineeships and school-based certificates to supplement their learning.

BOARDING

The boarding experience at Concordia Lutheran College is one of a warm, family-oriented residential community among friends. We appreciate that being apart from your child for long periods can be daunting; rest assured, we have worked hard to create a happy, caring environment.

Boarding life in Toowoomba teaches young people the importance of independence, respect and tolerance. We house a melting pot of students from a diverse mix of cultures, but each year see lifelong friendships made within our successful boarding community.

Concordia Boarding maintains a healthy balance between achieving academic goals, social relaxation, youth activities and service to others. This is why it's such a special place for your child.

The majority of boarding staff live within the complex, ensuring supervision and availability at all times. Where we can, we help boarders with their off-campus cocurricular activities, which can include club sports, part-time jobs, school-based traineeships and TAFE courses.

A varied weekend activity program is offered to make sure students take full advantage of their leisure time. Shopping trips to Brisbane, catching the latest blockbuster at the cinema or camping out in some of the Darling Downs' most beautiful spots take boarders away from the campus. Staying on-campus, activities range from firepit singalongs to mini Olympic Games.

Our Philosophy

As a coeducational school of the Lutheran Church of Australia, Concordia Lutheran College exists to nurture and empower young people to shape and enrich our world through a life of faith and service. We are a Christian community where God's message of grace is proclaimed, and this guides how we teach, live and work together.

Our Philosophy Statement

At Concordia each individual is valued. Consequently we seek to develop the whole person socially, emotionally, spiritually, physically as well as cognitively, through a broad range of educational opportunities and unique learning environments. Our vision is that students would become life-long learners and proactive citizens of the global community, utilising their God-given gifts and talents for the benefit of others.

Our Purpose

Our purpose is to nurture individuals who are; aware of their humanity, open to the influence of the Holy Spirit, and are growing in and living according to a cohesive world-view.

We encourage students to become:

- Self-directed and insightful
- Discerning and resourceful
- Adept and creative
- Open and responsive
- Principled and resilient
- Confident and caring
- Our Values

We value:

- The centrality of the Gospel
- Faith and Service
- Integrity and courage
- Respect and compassion
- Responsibility and accountability
- Striving for excellence
- Gender Equity
- Cultural diversity
- Stewardship of the earth

POSITION DESCRIPTION



Boarding Residential Tutor

College Team:	Boarding
Position:	Boarding Residential Tutor – Girls or Boys
Tenure:	Fixed Term
Hours:	Casual, up to 15 rostered hours per week Term Time only Morning, evening and weekend shifts, with occasional overnight shifts

1. Summary of the broad purpose of the position in relation to the College's strategic plan

Residential Tutors are members of the Concordia Boarding Team who support and work collaboratively with the Houseparents and Housemother to supervise, guide and influence the pastoral care and academic development of boarding students.

2. Reporting / Working Relationships

The College has up to 8 Residential Tutors across Boys Boarding in Temme House and Girls Boarding in Giabal House. The position reports to the Houseparent and will include supervision of both girl and boy boarding students from time to time.

3. Statement of Key Outcomes & Associated Activities

1. Consistently and actively model Boarding House values, including: respect, tolerance, understanding, compassion, honesty, resilience, consideration, confidence and adaptability.
 2. Take an active interest in all students and their academic, sporting, extra-curricular, moral, spiritual, health, physical and mental welfare.
 3. Maintain a visible and active presence in the Boarding House during rostered duty.
 4. Enforce and maintain standards of dress, room tidiness, discipline, and relationships within the House and at all College activities and functions, at all times.
 5. Support boarding students during study (homework), providing assistance with school work and encouraging positive study habits.
 6. Review Student Diaries during study to ensure entries are up to date and any messages and directions from Teachers are actioned.
 7. When rostered to attend meals in the dining room, facilitate positive interaction with and between boarders and recognise appropriate behaviour.
 8. Assist with the preparation of supper whilst on duty, monitor and clean up.
 9. Communicate and work closely with the Houseparents on a daily basis – bringing to their attention appropriate matters.
 10. Be aware of, identify and support students with particular wellbeing needs and requirements. These include students who:
 - a. Have physical or emotional difficulties or impairments;
 - b. Need support in managing current difficulties in relationships with other students or with staff within the boarding houses; or
 - c. Are from other cultures.
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11. Support the Houseparents in the implementation of the recreation and activities program.
 12. Escort and actively supervise boarders (girls and boys) to shopping, socials or other off-campus outings and events.
 13. Proactively communicate with Houseparents and the Housemother regarding the progress, health and wellbeing of students.
 14. Provide administrative support to the Director of Boarding, Houseparent and Housemother as required, including answering the phone, greeting visitors, monitoring boarding leave, recording notes etc.

Other

1. Present as a positive, confident and well-groomed role model to the students at all times.
2. Carry out duties having due regard to maintaining the confidential nature of information concerning the work and business of the College.
3. Maintain existing professional qualifications and attend any meetings, courses or conferences as required to improve and enhance skills and knowledge.
4. Comply with relevant legislation, policies and procedures, applicable to the role.
5. In addition to, and in conjunction with the above, perform such other duties as may be directed by the Head of College (or delegate) from time to time, having regard to qualifications, training and experience.

4. Experience and Qualifications

- Demonstrated ability to establish and maintain effective, appropriate and productive relationships with adolescents.
- Demonstrated ability to respect diversity and appreciation of differences (e.g. learning needs, socio-economic background, culture, ethnicity) in both students and colleagues.
- Ability to work collaboratively and in harmony within a team.
- Sound judgement with the ability to operate autonomously.
- Current Blue Card (issued by Blue Card Services, Queensland) or eligibility for one.

Desirable

- Experience in a secondary boarding role, either as a staff member, or student will be considered.
- Current First Aid qualifications.
- Currently undertaking studies in related fields (eg. Teaching, Community Services, Youth Work).
- Current driver's licence with the ability to upgrade to licensing required to drive a small bus.

5. Personal Attributes

- A strong commitment to the College Vision, Philosophy and Values underpinning the delivery of a Christian based education and service within the College community.
- Demonstrate and role model enthusiasm in promoting student learning.
- Provide opportunities that encourage all girls/boys to realise their full potential.
- Assist the Houseparents in providing a learning environment that is safe, positive, caring and respectful.
- Be willing and able to contribute to a variety of co-curricular and extra-curricular activities within the boarding community, including both on and off campus activities.
- Respect, understand and cater for the differing learning styles and abilities of all students.
- Actively encourage all students to become independent learners.
- Actively encourage critical thinking, problem solving and cooperative learning practices.

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- Written and oral communication skills appropriate for a range of audiences (students, colleagues, parents).
 - Maintain absolute confidentiality on all matters relating to the College's operations and its students and staff.
 - Able to work efficiently and flexibly including being available to work extra or varied hours as negotiated when required.

6. Remuneration & Benefits

Concordia Lutheran College is a school of the Lutheran Church of Australia, and terms and conditions of employment will be in accordance with the Queensland Lutheran Schools Single Enterprise Agreement 2016. This position is classified as a Boarding School Supervision Staff and in lieu of remuneration, Residential Tutors receive:

- Full board, in a shared 2 bedroom unit, inclusive of utilities and internet
- All meals (breakfast, lunch and dinner) provided on campus during term time only
- During school holidays, accommodation continues to be provided, and kitchen facilities can be used within the unit for preparing meals

7. Performance Standards & Review

A Performance Review is undertaken at least annually to determine capacity to meet the demands of the role; where additional skills training is required and what level of job satisfaction is being obtained.



Employment Collection Notice Privacy Policy

Concordia Lutheran College
154 Stephen Street
TOOWOOMBA Q 4350
Telephone: 07 4688 2714
www.concordia.qld.edu.au
employment@concordia.qld.edu.au

1. In applying for this position you will be providing Concordia Lutheran College with personal information. We can be contacted as follows:
154 Stephen Street
Harristown QLD 4350
T 07 4688 2700
enquiries@concordia.qld.edu.au
2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment.
3. The College's Privacy Policy (a copy of which can be obtained online at www.concordia.qld.edu.au) contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. We will not disclose this information to a third party without your consent.
5. We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.
6. The College may store personal information in the 'cloud', which may mean that it resides on servers off campus.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.
8. Generally, if your application for employment has been unsuccessful, your personal information will be securely disposed of following the completion of the recruitment process. However on occasion, some applications are retained on file in the event of a similar vacancy arising in the future. If you do not wish for the College to retain your personal information for this purpose, please advise us.