



Position Title	After School Care / Activities Supervisor
Reports To	Pre-Prep Coordinator / Head of Junior School
Department	Junior School
Location	All Souls St Gabriels School
Employment Conditions	As per the All Souls St Gabriels School Enterprise Agreement
Classification	School Officer, Level 2
Contact Officer	Head of Junior School
Phone	07 4787 1433
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About All Souls St Gabriels School

All Souls St Gabriels School (ASSG) is an independent, co-educational, Pre-prep to Year 12 day and boarding school in the Anglican tradition. Located in Charters Towers, 130km southwest of Townsville, the School caters to students from all over Queensland and the Northern Territory. Charters Towers is an educational hub hosting several well-established boarding schools.

Our Mission

To nurture young people in the development of their mind, body, and spirit.

Our Vision

Shaping students who seize opportunities and have the skills, knowledge, and desire to contribute, lead, and serve.

Our Values

- **Integrity** - We are honest with ourselves and others; we listen to our conscience to do the right thing.
- **Respect** - We have respect for ourselves and others, history and tradition, and our environment.
- **Resilience** - We are encouraged to extend ourselves, to see every hardship, challenge, and error as a learning experience and an opportunity to grow.
- **Service** - Our School motto, *Severe regnare est* ("To serve is to reign"), inspires us to think beyond ourselves and to consider the needs of others and our community.

We are a School that actively promotes child-safe standards and is committed to upholding the safety and welfare of our young people as required under the Child Safe Organisation Act 2024.



Position Purpose

The After School Care / Activities Supervisor plays a crucial role in the school supporting students who remain after school in the after school care / activities program/s. After school care / activities supervision ranges from 3:00pm – 5:15pm Monday to Friday during term time.

The role holder will be responsible for organising engaging activities for the students in their care each afternoon.

Organisational Relationships

Internal Relationships

- Head of Junior School
- Pre-Prep Coordinator
- Other Staff – as required

External Relationships

- Parents, caregivers and community members – as required

What Success Looks Like

Success in this role is reflected in the delivery of a safe, well-managed, and engaging after-school program where students feel supported and actively participate. The supervisor consistently upholds child safety standards, communicates effectively, and manages activities and administration with professionalism and reliability.

Key Accountabilities

Children's Health and Safety Key Tasks

- Manage student attendance, ensuring children do not leave the School premises except in accordance with the National Regulations – when collected by a parent or authorised nominee or in an emergency evacuation situation; risk assessed excursions or regular outings
- Follow procedures to ensure visitors to the service are always supervised
- Maintain and demonstrate knowledge of Workplace Health and Safety (WHS) legislation and safety issues relating to facilities and resources, children, educators, staff and visitors
- Ensure correct manual handling techniques and procedures are followed and assist by identifying manual handling hazards and risks within the service
- Ensure preparation and storage of food adhere to relevant food safety standards
- Ensure the administration of first aid or medication occurs in compliance with relevant policies and procedures

Developing and Maintaining Positive Relationships

- Work effectively and collegially as a member of a School team
- Exercise effective communication skills with children, colleagues, parents or guardians, and others
- Participate in partnerships with colleagues to reflect critically and constructively upon and improve the After School Care / Activities practices
- Maintain confidentiality regarding sensitive or private information about children, families, colleagues and the School, and communicate information appropriately when necessary in the interests and well-being of the ASSG community



Effective and Efficient Administration

- Complete administrative tasks accurately, according to necessary administrative deadlines, and maintain accurate records
- Undergo Child Protection training annually
- Present and work in a professional manner and be cognisant that your conduct reflects the School's reputation

Workplace Health and Safety Obligations

- Maintain a strong understanding of the principles of Workplace Health and Safety as they apply in a school
- Comply with all WHS policies, procedures, and directions
- Take reasonable care for personal safety and the safety of others
- Participate in safety training, consultation, and hazard reporting
- Use equipment safely and follow correct manual handling techniques
- Report any hazards, incidents, injuries, or near-misses immediately
- Complete the School's mandatory training annually, which includes the WH&S module

Extent of Authority

- No financial delegation
- Works under supervision and follows established processes and instructions
- Manages own tasks within defined guidelines
- No supervision of other staff

Key Challenges

- Balancing student safety with delivering engaging, inclusive activities for a mixed-age group each afternoon
- Managing varying student behaviours and needs while maintaining a positive, structured environment
- Ensuring strict compliance with child safety, WHS, and administrative requirements within a designated timeframe

Ideal Candidate

Mandatory Requirements

- Current Queensland Working with Children Check (Blue Card)
- Legal right to work in Australia
- Current First Aid and CPR qualifications

General Skills and Abilities

- Demonstrate a strong commitment to the ethos of Anglican education
- Work as a member of a co-operative and professional team
- Demonstrate a high level of communication and organisational skills
- Be concerned about the needs of students
- Communicate sensitively and confidentially with parents/caregivers and students