



House Parent – Queensland School Sport

Please circulate this Expression of Interest to any interested parties for the position of **Queensland School Sport House Parent** for the period from **1 to 10 December 2017**.

Department of Education and Training

The Department of Education and Training (DET) is committed to ensuring Queenslanders have the education and skills they need to contribute to the economic and social development of Queensland. The department delivers world class education and training services for people at every stage of their personal and professional development. We are also committed to ensuring our education and training systems are aligned to the state's employment, skills and economic priorities.

Position description and key responsibilities

As a QSS House Parent you will:

- Assist with the supervision of Queensland students who are being accommodated by Queensland School Sport whilst participating at the Pacific School Games to be held in Adelaide from 1–10 December, 2017.
- Shop for and prepare nutritional evening meals (when required) for students (10-18yrs) whilst at the games.
- Provide physical and emotional support for supervised students.
- Assist QSS staff with morning and night duties.
- The House Parents will report to the Queensland School Sport Senior Pacific School Games leadership team. These positions may also be required to work under the direction of other Queensland School Sport Senior Pacific School Games staff.

Mandatory requirements

- Queensland Working with Children 'Blue card'.
- Compliance with Queensland Department of Education & Training Student Protection policy and procedures.

Hours/Conditions

- House Parents will travel from Brisbane to Adelaide and return on Queensland School Sport arranged transport.
- Hours of work will be between 4.00pm each afternoon to 9.00am the next morning.
- House Parents will be accommodated in twin share apartments which will be in close proximity to the student accommodation.
- House Parents will report to the Queensland School Sport Senior Pacific School Games leadership team. These positions may also be required to work under the direction of other Queensland School Sport Senior Pacific School Games staff.



Remuneration

- There is no salary wage with these positions. These are voluntary positions.
- Airfare Brisbane – Adelaide (return) on QSS flight bookings. Friday 1/Saturday 2 December - Saturday 9/Sunday 10 December. Twin share accommodation – as arranged by Queensland School Sport.
- Breakfast and Evening meal each day. Daily lunch will be at the individual's expense.
- QSS team officials' travel apparel (Business shirt) will be provided.

Additional information

- A criminal history check of successful applicants will be undertaken by the Queensland Police Service.
- A serious discipline history check may be initiated on successful applicants.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- Staff, including volunteers, is required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.
- Staff and volunteers are required to acknowledge they understand their obligations under the Queensland Government *Code of Conduct* and the department's *Standard of Practice* and agree to align their conduct to these obligations.
- All roles in the department are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources). Staff and volunteers must undertake these tasks in accordance with the department's information management policies and procedures (for example recordkeeping, privacy, security and email usage).

Your application

Applicants are to submit a brief resume; contact details for 2 referees; and a maximum 1 page written response outlining your suitability for the role.

Expressions of Interest should be submitted via email to steven.murray@det.qld.gov.au by **COB Friday 25 August 2017**.

For further information on the position, please contact Steven Murray (Manager, Queensland School Sport unit) by telephone on 3634 1308.

Thanks