



WHITEFRIARS
CATHOLIC COLLEGE FOR BOYS

Excursion Supervisor Assistant / Bus Driver

Title	Excursion Supervisor Assistant / Bus Driver
Classification	Education Support Officer - Casual
Appointment Type	Casual
Date Reviewed	October 2025

Whitefriars College provides a quality education for young men grounded in the Catholic Carmelite tradition that emphasises critical thinking, the search for meaning and how to contribute to the common good of society.

The College supports every student to seek and achieve excellence in their learning, their relationships, and their participation in the community. Students are invited to appreciate the Christian worldview and see the goodness of God in themselves, all others and the natural world. Our aim is to enable our young men to look beyond themselves with a moral compass and social conscience and to approach life with intelligence, inner strength and gentleness. At Whitefriars College we value:

- **Faith** Shared faith expressed through contemplation, community and service.
- **Gentleness** The expression of gentleness as the intelligent way to express masculinity.
- **Excellence** Excellence and collaboration in learning, teaching and in all we do.
- **Respect** Positive, inclusive and respectful relationships across our community.
- **Justice** Action and advocacy for equity, justice and environmental stewardship through words and deeds.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected that all staff employed in a Catholic school:

- accept the Catholic educational philosophy of the school.
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work.
- by their teaching ministry, other work and by personal example strive to help students and families to understand, accept and appreciate Catholic teaching and values.
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act.
- Continuously work towards their accreditation to teach in a Catholic School as per the Victorian Catholic Education Authority (VCEA) policy.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, along with activities directed at the broader aims of the College.

Whitefriars College is committed to strengthened practice for the protection of children in line with the Victorian Government child safety reforms and **Ministerial Order 1359**.

Catholic school communities place the highest priority on the care, wellbeing and protection of children and young people. Founded in Christ and sustained by faith, Catholic schools seek to fulfil their mission of enabling each student to come into the fullness of their own humanity. This includes paying attention to the inherent dignity of children and young people, and their fundamental right to be respected, nurtured and safeguarded by all. Whitefriars College staff and volunteers are instructed about the school's child safety policies and are expected to comply with the school's obligations and understanding of a child protection culture and minimisation of the risk of child abuse. Staff and volunteers are provided with appropriate training and development opportunities, as well as ongoing supervision and management, to ensure their conduct is consistent with the school's child safety and wellbeing policies and procedures.

Overview

The Excursion Supervisor Assistant plays a key role in supporting the supervision and safety of students during school excursions and field trips. This role works closely with the excursion leader and other supervisory staff to ensure that all students have a positive, educational, and safe experience outside the classroom environment. The assistant will support the teacher/leader in maintaining discipline, assisting with logistical needs, and supporting students' well-being throughout the trip.

The Excursion Supervisor Assistant is responsible to the Deputy Principal - Staff, and ultimately to the Principal.

Attributes and Competencies

The Excursion Supervisor Assistant, is expected to exhibit the following attributes and competencies:

- A lively and practical support of the Catholic nature of the College
- An understanding of, appreciation for and sensitivity to the Carmelite spirit and tradition which has underpinned the history, development and culture of Whitefriars College
- A firm belief in and commitment to the Mission and Values of the College and an ability to articulate and promote these
- Loyalty to and public support for the Leadership of the College
- Exhibit ongoing professional growth on a personal level and for the benefit of the College community
- Develop and maintain cooperative and collaborative working relationships with teachers and other staff, that promote excellence in teaching, student learning and wellbeing
- Demonstrated ability to supervise and support students in a safe and caring manner.
- Strong commitment to student wellbeing and safety during off-site activities.

Key Responsibilities

The Excursion Supervisor Assistant, is expected to:

- **Student Supervision:** Assist in monitoring students' behaviour on transport, during the excursion, ensuring their safety and adherence to rules. Actively supervise students during activities, free time, and transitions between locations.
- **Logistics Support:** Help with the coordination of group movements, ensuring students are accounted for at all times. Assist with boarding buses, entering and exiting venues, and organising groups as needed.
- **Health & Safety:** Stay alert to potential hazards and ensure that any medical or safety issues are reported to the excursion leader. Follow first aid protocols and assist with any emergency situations under supervision.
- **Student Assistance:** Support students who may require additional help, such as those with additional needs. Be a point of contact for students seeking guidance or assistance.
- **Engagement & Encouragement:** Encourage active participation and ensure students are engaged with the educational aspects of the excursion. Offer guidance and support to foster a positive, enjoyable experience.
- **Communication:** Maintain clear and open communication with the excursion leader and other staff, providing updates on any issues or concerns during the trip. Ensure students are informed about schedules, expectations, and rules.
- **Miscellaneous Duties:** Assist with any additional duties as needed to ensure the smooth running of the excursion.

Key Selection Criteria

- Commitment to the Catholic Carmelite Ethos and Values of Whitefriars College
- Demonstrated ability to provide a safe, supportive, and caring environment for students during excursions.
- Ensure all activities are conducted responsibly and in accordance with the College's duty of care and child safety policies.
- Ability to assist with excursion logistics, including transport coordination, attendance checks, time management, and adherence to safety procedures and schedules.
- Capacity to remain calm, flexible, and resourceful when responding to unexpected situations or changing circumstances during excursions.
- Ability to develop cooperative and collaborative working relationships with teaching and support staff
- High level interpersonal and communication Skills
- Licences, Training and Compliance: current Driver's Licence (Bus Driver's Accreditation desirable), Working with Children Check (Employee), Police Check

Terms and Conditions

Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA 2022).