

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Government Officers Salaries, Allowances and Conditions Award 1989; Government Schools (Agricultural Colleges and Schools) Residential Supervisors' Agreement 2009	
Group:	Schools	Effective Date of Document 11 September 2014
Directorate:	Education Regions	
Branch:	Western Australian Colleges of Agriculture	
Section:		

THIS POSITION			
Title:	Residential Supervisor		
Classification:	Level 1		
Position No:	Generic		
Positions under <u>direct</u> responsibility			
Title:	Classification:	Position No:	Number of FTE's Controlled:
Nil			

REPORTING RELATIONSHIPS			
TITLE:	Principal		
LEVEL:	ADMIN 4/5		
POSITION NUMBER:	Various		
TITLE:	Residential Manager		
LEVEL:	5		
POSITION NUMBER:			
This position and the positions of:			
Title	Level	Position Number	

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Residential Supervisor	Level 1	Generic	11 September 2014

CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity and equity are valued.

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

TITLE Residential Supervisor	CLASSIFICATION Level 1	POSITION NO Generic	EFFECTIVE DATE 11 September 2014
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ROLE

The Residential Supervisor:

- provides appropriate pastoral care and supervision of residential students as required
- implements discipline and behaviour standards in accordance with Departmental and College policy
- supervises students undertaking sporting and recreational activities
- ensures students receive appropriate care to maintain health and wellbeing
- assists students to develop personal and social capabilities, in accordance with the College plan
- plans, organises and transports students to activities such as interschool visits, camp outs, sporting fixtures and entertainment events
- provides appropriate security and supervision of college facilities to visiting groups
- implements relevant college operational procedures and standards including security and emergency
- provides security for the site and its personnel as required
- maintains student records including student behaviour, student health requirements, student leave, vehicle use log books and student report comments, as required by the college.

OUTCOMES

- 1 Students in an agricultural residential environment receive appropriate supervision, security and pastoral care.
- 2 Residential activities for students are planned, organised and implemented.
- 3 Records are prepared and maintained in accordance with Department of Education and College policy.
- 4 Appropriate security and supervision is provided when external groups use college facilities.

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Residential Supervisor	Level 1	Generic	11 September 2014

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

- 1 Demonstrated sound written and oral communication skills including the ability to interact with students, parents and teaching professionals.
- 2 Demonstrated interpersonal skills with the ability to effectively work independently or as part of a team.
- 3 Demonstrated skills and understandings appropriate to the supervision and care of young people in a residential environment.
- 4 Demonstrated organisational skills with the ability to plan, organise, implement and record activities.

ELIGIBILITY

Employees will be required to:

- hold or obtain within the first three months of appointment:
 - a MR Class Vehicles Driver's Licence with F endorsement;
 - a Senior First Aid Certificate;
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountability and Ethical Decision-Making within six months of appointment.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 11 September 2014
TRIM REF# D14/0430462