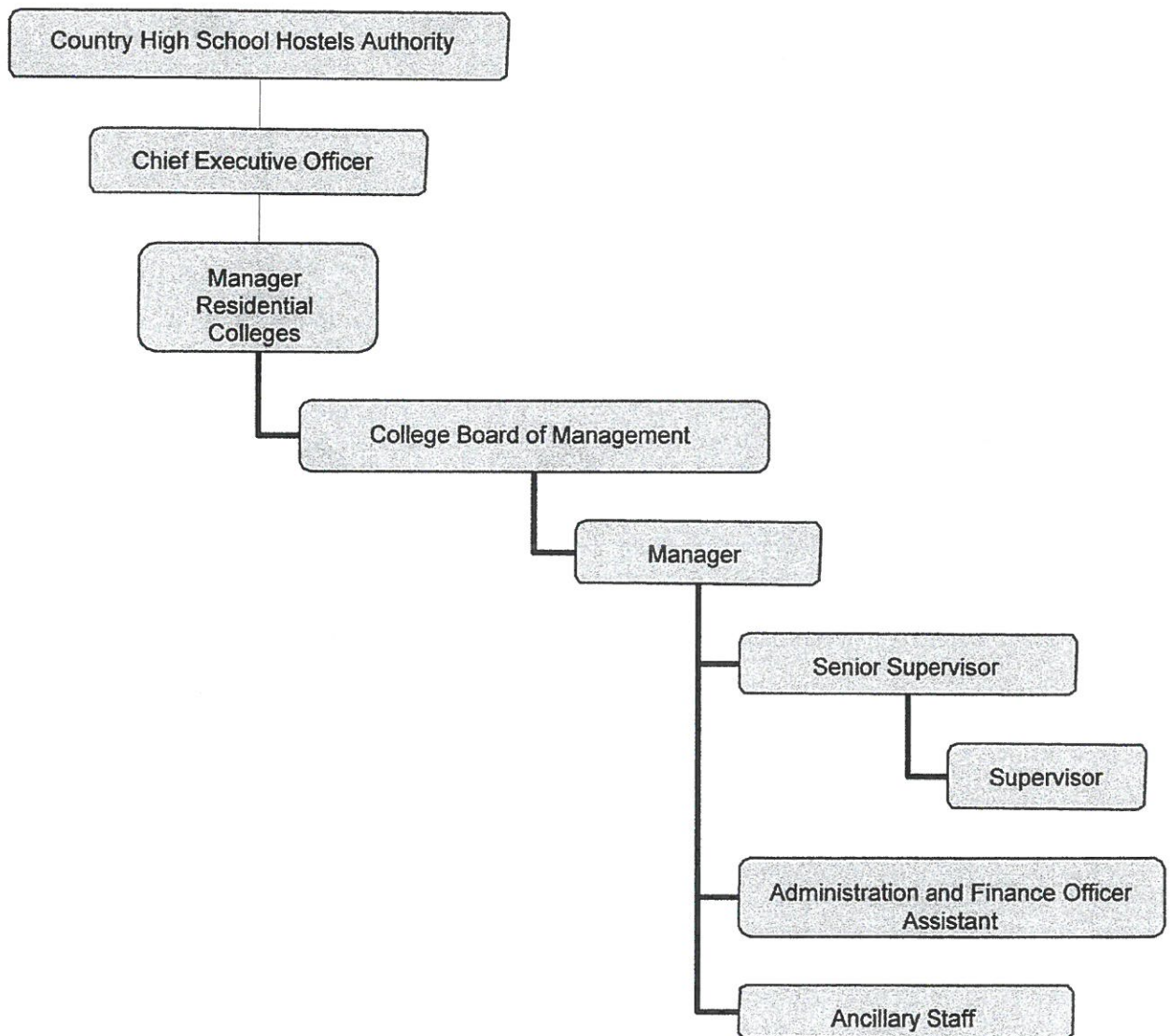




JOB DESCRIPTION FORM

TITLE:	BOARDING SUPERVISOR
AWARD:	CHSHA Residential College Supervisory Staff Award 2005 and CHSHA Residential College Supervisory Staff General Agreement 2014
REPORTING RELATIONSHIPS:	



SCOPE AND CONTEXT

The Country High School Hostels Authority provides a boarding service for geographically isolated students. It has nine residential colleges which are situated in Albany, Broome, City Beach, Esperance, Geraldton, Merredin, Moora, Narrogin and Northam, which operate in partnership with local secondary schools. Approximately 150 employees support the Authority in its operations.

College staff fulfils a nurturing role on behalf of the students' parents, and as such, build and foster positive adult-child relationships to match parents' expectations. They need to have the capacity to guide adolescents, as a parent would do, during what is a special time in a student's life. The role of the supervisor is to also lead students in their activities and to provide opportunities to enrich their personal development. The special nature of the work and the associated "college parent" responsibilities carried out at residential colleges, requires full-time supervisors to live-in and are provided with on-site accommodation.

Supervisory staff plays an important educative role. They provide ongoing advice, direction and model integrity and ethical behaviour. They facilitate responsible social behaviour. They help students develop life management skills, a good attitude and good standards of personal presentation, hygiene, care of their environment, order and tidiness. They guide them and encourage them in their personal development and in the pursuit of appropriate goals. They help them develop a sense of humour, good communication skills and an ability to relate to and to gain esteem in the eyes of fellow students.

Supervisors are required to be available at all times that students are in residence. They may be called upon in times of emergency when unexpected situations occur that affect the wellbeing and care of students. Supervisors need to be available one week before the commencement of the school year and while students await transport home at the completion of term. As part of students' recreational programs, supervisors are regularly rostered to work weekends and public holidays. They will be required to attend weekend camps, sporting events and excursions. All rostered work is shared as equitably as possible and staff are entitled to two full consecutive days off duty per week.

Supervisory staff support the college with attendance at college functions (award presentations and special events, orientation and open days) and in the promotion of the college at regional field days and agricultural shows. To ensure that College Managers and supervisory staff maintain a level of knowledge to support them in their roles, staff are required to attend professional development activities at times when students are not in residence.

Country residential colleges offer a unique working environment for staff. To compensate for the circumstances of the work and the flexible working arrangements required to fulfil the supervisor's role, supervisors are paid a 25% loading on 46 weeks of the year, have 4 weeks annual leave and are granted a further 7 weeks paid accrued leave to be taken between each school term.

Residential colleges provide a homely atmosphere, pastoral care and linkage to schools, so that students can achieve to their potential and be involved in activities that enrich their personal and social development. They are positive role models who project a good image of themselves to students, their colleagues, parents, partner school staff and members of the local community.

STATEMENT OF DUTIES

1. STUDENTS

1. Supporting and reinforcing appropriate values and behaviour in students.
2. Fulfilling an appropriate 'duty of care' in the creation of a positive, happy and responsible boarding environment and service for all students.
3. Respecting and embracing the diversity within the student population.
4. Providing and supervising opportunities which enrich students' personal and social development.
5. Planning and implementing a wide range of suitable activities for students to enjoy.
6. Regular, positive communication and liaison with colleagues, parents/guardians, school staff, other professionals and members of the local community in support of students' development and wellbeing.
7. Supporting the college with attendance at college functions (award presentations and special events, orientation and open days) and in the promotion of the college at regional field days and agricultural shows.

2. OTHER

1. Works to the current roster and relieves other staff as and when required.
2. Upholds the Public Sector Code of Ethics, the CHSHA Code of Conduct and the CHSHA Equal Opportunity and Diversity Plan and works in accordance with CHSHA policies and guidelines.
3. Promptly reports duty of care, critical incident, occupational safety and health and repair matters to senior staff.
4. Maintains appropriate record keeping and reporting requirements and prepares written documentation to a high standard and on time.
5. Works hard to improve work related knowledge and skills.
6. Undertakes other duties as directed by the Manager.

WORK RELATED REQUIREMENTS

1. Boarding supervisors have a 'Duty of Care' to students and need to:
 - Gain a Certificate in Residential Care. This Certificate consists of twelve modules is self-paced and on-the-job-training is provided;
 - Gain and maintain a Senior First Aid Certificate. Staff supervising students when on roster, either at the college or on excursions or camps, need to be skilled in first aid (including CPR);
 - Gain and maintain an LR class driver's licence with F endorsement. Boarding supervisors use small and medium size buses to transport students on excursions and to and from after school activities;
 - Gain and maintain the designated aquatic activity qualification;
 - o an Aquatic Open Water Rescue qualification (e.g. Surf Rescue or equivalent)
 - o Aquatic Rescue for Group III Pool + 100m swim
2. An offer of employment is conditional on you:
 - Gaining a CHSHA Clearance which comprises of CrimTrac and a Working with Children clearance;
 - Providing a Declaration of Good Character;
 - Supplying proof of age in the form of a Birth Certificate, Birth Extract or Passport;
 - Meeting the above listed work related requirements within six months of commencement.



SELECTION CRITERIA

1. Demonstrated sound written and oral communication skills including the ability to interact with students, parents and teaching staff. With a particular focus on multicultural or Aboriginal experience.
2. Demonstrated interpersonal skills with the ability to work independently and as part of a team.
3. Demonstrated skills and understandings appropriate to the supervision and care of young people in a residential setting.
4. Demonstrated organisational skills with the ability to plan, organise, implement and record activities.
5. Demonstrated ability to manage risk through assessments and procedure also to fulfil Occupational Health and Safety standards in a residential setting.

JOB DESCRIPTION FORM CERTIFICATION

TITLE:	BOARDING SUPERVISOR
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The details of this document are an accurate statement of the duties, responsibilities and other requirements of the job.

COLLEGE MANAGER		MANAGER RESIDENTIAL COLLEGES	
Signature		Signature	
Date	20.9.16	Date	20/9/16