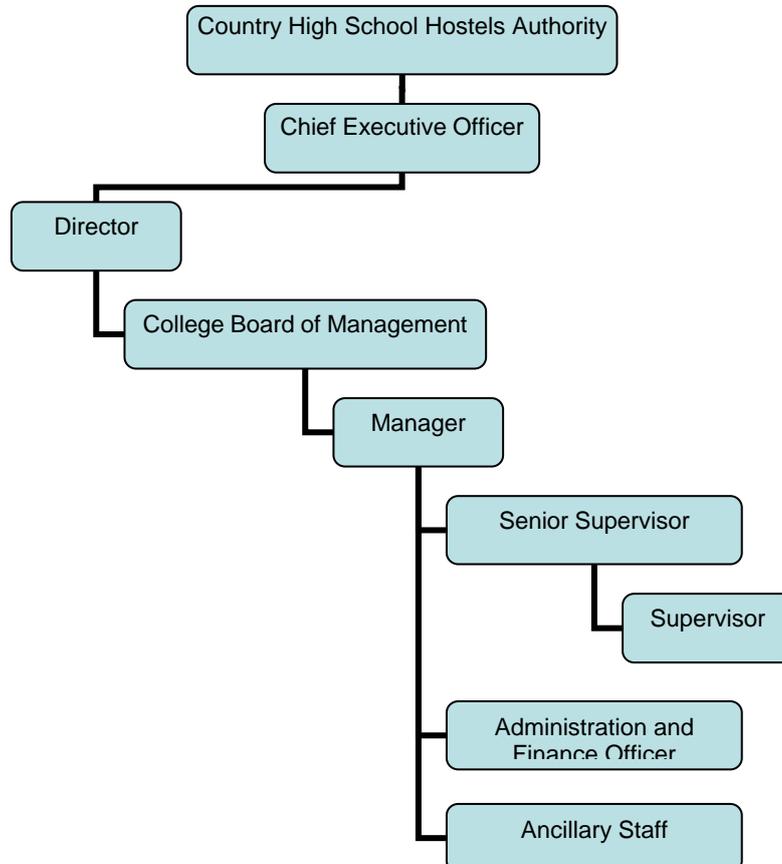




**JOB DESCRIPTION FORM**

<b>TITLE:</b>	<b>BOARDING SENIOR SUPERVISOR</b>
<b>RESIDENTIAL COLLEGE:</b>	
<b>POSITION NUMBER:</b>	
<b>COLLEGE GRADE:</b>	
<b>AWARD:</b>	<b>CHSHA Residential College Supervisory Staff Award 2005</b>
<b>JDF EFFECTIVE:</b>	
<b>REPORTING RELATIONSHIPS:</b>	





## **SCOPE AND CONTEXT**

The Country High School Hostels Authority provides boarding facilities in strategic locations for rural secondary students. Government residential colleges in Western Australia are situated near secondary schools in Albany, Broome, City Beach, Esperance, Geraldton, Merredin, Moora, Narrogin and Northam. Approximately 160 employees support the Authority in its operations.

The role of the Senior Supervisor is to lead staff and students in their activities and to provide opportunities to enrich their personal development. College supervisory staff fulfil 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. Because of the special nature of the work and the associated "college parent" responsibilities carried out at residential colleges, supervisory staff live-in and are provided with on-site accommodation.

Supervisory staff are required to be available at all times that students reside at the college. They may be called upon in times of emergency when unexpected situations occur that affect the wellbeing and care of students. Senior 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, senior supervisors and 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 supervisory staff maintain a level of knowledge to support them in their role, staff are required to attend a two-day professional development seminar. This is conducted once a year, during a school vacation period.

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 Senior Supervisor's role, staff are paid a 25% loading on 46 weeks of the year, have 4 weeks annual leave and are granted a further 6 weeks paid accrued leave to be taken between each school term.

Residential colleges promote a homely atmosphere, provide appropriate 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. It is the supervisory staff who play the vital role of creating safe, caring, active and supportive relationships with students. They are positive role models projecting a good image of themselves to students, other staff, the local community and to schools in partnership with residential colleges.



## **STATEMENT OF DUTIES**

### **1.0 STAFF**

- 1.1 Provides leadership and advice to supervisors. Ensures that supervisors are fully aware of their responsibilities and carry these out in accordance with Authority guidelines and clients' needs.
- 1.2 Manages and regularly reviews the performance of supervisors.
- 1.3 Undertakes team building and co-ordination of supervisors.
- 1.4 Reports on the needs and performance of supervisors to the College Manager.
- 1.5 Organises regular staff meetings and co-ordinates planning by supervisors.
- 1.6 Ensures that all supervisors have the skills required to carry out their responsibilities and ensures that supervisor's training needs are met.
- 1.7 Supervises other residential college staff, as required.
- 1.8 Participates on interview panels in the selection of supervisors.
- 1.9 Responds to advice and direction provided by the College Manager.

### **2.0 STUDENTS**

- 2.1 Provides guidance, advice and expertise to supervisors in providing an environment which supports the academic, social, emotional and physical development of students.
- 2.2 Ensures supervisors plan and implement a wide range of suitable student activities.
- 2.3 Develops effective policies and guidelines relating to student management.
- 2.4 Ensures that student files are properly maintained, and that the appropriate documentation and recording of information has been undertaken in accordance with Authority guidelines.
- 2.5 Undertakes and ensures appropriate liaison with clients such as school staff and parents.
- 2.6 Works to the current supervisory roster.
- 2.7 Ensures the physical safety and security of students.

### **3.0 ADMINISTRATION**

- 3.1 Deputises in the absence of the College Manager.
- 3.2 Assists the College Manager with administrative functions and undertakes other duties as required.
- 3.3 Assists with the promotion and development of the college.
- 3.4 Reports to the College Manager on the college's requirements or any concerns in relation to administration, students, parents or staff.
- 3.5 Upholds the Public Sector Code of Ethics, the CHSHA Code of Conduct and the CHSHA Equal Employment Opportunity and Diversity Plan and works in accordance with the CHSHA policies and guidelines.



## **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;
    - an Aquatic Rescue qualification (e.g. Bronze Medallion or equivalent)
    - Aquatic Rescue for Group III Pool.
  
2. An offer of employment is conditional on you:
  - Gaining Department of Education and Working with Children clearances;
  - 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.



### JOB DESCRIPTION FORM

#### CERTIFICATION

<b>TITLE:</b>	<b>BOARDING SENIOR SUPERVISOR</b>
<b>RESIDENTIAL COLLEGE:</b>	
<b>POSITION NUMBER:</b>	

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

<b>COLLEGE MANAGER</b>		<b>DIRECTOR</b>	
<b>Signature</b>		<b>Signature</b>	
<b>Date</b>		<b>Date</b>	

As occupant I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE APPOINTED</b>	<b>DATE</b>



## SELECTION CRITERIA

### ESSENTIAL

#### **Supervision**

- Including the ability to effectively supervise the activities of Indigenous and non-Indigenous students in a residential boarding situation and to lead, develop and provide advice to supervisory and ancillary staff.
- Understanding of Indigenous Australian culture and ability to work in a culturally sensitive manner.

#### **Care & Development**

- Including the ability to develop and co-ordinate recreational, social and educational programmes.
- Demonstrated ability to support the emotional development and education of young people.

#### **Teamwork and Interpersonal Skills**

- Including the ability to both lead and make an active contribution to a team.
- Including the ability to communicate effectively with a range of people and deal with sensitive and confidential issues.

#### **Oral and Written Communication Skills**

- Including the ability to confidently address students, parents and staff.
- Including the ability to clearly express ideas in writing including the production of memos, letters, reports, and operating procedures.

#### **Administrative Skills**

- Including the ability to deal with a range of administrative and financial tasks, preferably in a residential boarding situation.

### DESIRABLE

#### **Qualifications**

- Possession of or progress towards a post secondary, tertiary or other recognised qualification relevant to the position of Senior Supervisor.

#### **Other Computer Skills**

- Competent in the use of spreadsheets, databases and desktop publishing.