

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

Public Sector Management Act 1994	Salaries/Agreement/Award Country High Schools Hostel Authority Residential College Supervisory Staff Award 2005; Country High School Hostels Authority Residential College Supervisory Staff General Agreement 2014 or as replaced	
Division:	Statewide Planning and Delivery	Effective Date of Document 31 July 2017
Branch:	Residential Colleges	
School:	Student Residential College	

THIS POSITION

Title: Senior Boarding Supervisor

Classification: CHSUPA - CHSUPE

Position No: Generic

Positions under direct responsibility

Title:	Classification:	Position No:	Number of FTE's Controlled:
Boarding Supervisor	Level 1	Various	

REPORTING RELATIONSHIPS

TITLE: Manager, Residential Colleges

LEVEL: 8

POSITION NUMBER: 00037813

TITLE: College Manager

LEVEL: Various

POSITION NUMBER: Various

This position and the positions of:

Title:	Classification:	Position No:
Various		

TITLE	CLASSIFICATION	POSITION NUMBER	EFFECTIVE DATE
Senior Boarding Supervisor	CHSUPA - CHSUPE	Generic	31 July 2017

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, care and equity are valued.

Further context about the particular student residential college in which the vacancy is being advertised is available on the Department's website. Please visit <https://www.education.wa.edu.au/web/our-schools/unique-learning-environments>.

Particular Conditions of Service in this Position

Senior boarding supervisors will be required to reside on the college site in rent-free housing, inclusive of connection and consumption charges for utilities.

TITLE	CLASSIFICATION	POSITION NUMBER	EFFECTIVE DATE
Senior Boarding Supervisor	CHSUPA - CHSUPE	Generic	31 July 2017

ROLE

The Senior Boarding Supervisor:

- provides leadership and advice to supervisors and ensures that supervisors are fully aware of their responsibilities and carry these out in accordance with Departmental guidelines and clients' needs
- undertakes team building and coordination of supervisors
- organises regular staff meetings and coordinates planning by supervisors
- ensures that all supervisors have the skills required to carry out their responsibilities and ensures that supervisors' training needs are met
- participates on interview panels in the selection of supervisors
- responds to advice and direction provided by the College Manager
- provides guidance, advice and expertise to supervisors in providing an environment that supports the academic, social, emotional and physical development of students
- ensures supervisors plan and implement a wide range of suitable student activities
- develops effective policies and guidelines relating to student management
- ensures that student files are properly maintained, and that the appropriate documentation and recording information has been undertaken in accordance with Departmental guidelines
- undertakes and ensures appropriate liaison with clients such as school staff and parents
- works to the current supervisory roster
- ensures the physical safety and security of students
- deputises in the absence of the College Manager and supervises other residential college staff as required
- assists the College Manager with administrative functions and undertakes other duties as required
- assists with the promotion and development of the college
- reports to the College Manager on the college's requirements or any concerns in relation to administration, students, parents or staff
- manages and regularly reviews the performance of supervisors and reports on the needs and performance of supervisors to the College Manager
- upholds the Public Sector Code of Ethics, the Code of Conduct and the Equal Employment Opportunity and Diversity Plan and works in accordance with the Department's policies and guidelines.

TITLE	CLASSIFICATION	POSITION NUMBER	EFFECTIVE DATE
Senior Boarding Supervisor	CHSUPA - CHSUPE	Generic	31 July 2017

- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

OUTCOMES

1. Support and guidance is provided to Boarding Supervisors to continually develop skills to ensure an effective pastoral care program is provided for students.
2. Policies and guidelines relating to student management are developed, implemented and reviewed.
3. Effective support is provided to the College Manager in human resource management activities, including performance management and merit selection of college staff.
4. Records are managed in accordance with relevant record keeping legislation.
5. Effective working relationships and community networks are developed and maintained that promote the student residential college.
6. Accrued leave of staff is managed effectively.
7. Performance management and development is delivered effectively.

TITLE	CLASSIFICATION	POSITION NUMBER	EFFECTIVE DATE
Senior Boarding Supervisor	CHSUPA - CHSUPE	Generic	31 July 2017

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 supervisory skills, 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.
2. Demonstrated understanding of Indigenous Australian culture and ability to work in a culturally sensitive manner.
3. Demonstrated ability to develop and coordinate recreational, social and educational programs.
4. Demonstrated ability to support the emotional development and education of young people.
5. Demonstrated teamwork and interpersonal skills, including the ability to both lead and make an active contribution to a team.
6. Demonstrated ability to communicate effectively with a range of people and deal with sensitive and confidential issues.
7. Demonstrated oral and written communication skills, including the ability to confidently address students, parents and staff and clearly express ideas in writing including the production of memos, letters, reports, and operating procedures.
8. Demonstrated administrative skills, including the ability to deal with a range of administrative and financial tasks, preferably in a residential boarding situation.

ELIGIBILITY

Employees will be required to:

- hold or obtain within twelve months of appointment a Certificate in Residential Care;
- hold or obtain within six months of appointment:
 - a LR Class Driver's Licence with F endorsement;
 - a Senior First Aid Certificate;
 - an Aquatic Open Water Rescue qualification (eg Bronze Medallion or equivalent);
 - an Aquatic Rescue for Group III Pool;
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TITLE Senior Boarding Supervisor	CLASSIFICATION CHSUPA - CHSUPE	POSITION NUMBER Generic	EFFECTIVE DATE 31 July 2017
--	--	-----------------------------------	---------------------------------------

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 Accountable 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 31 July 2017
TRIM REF # D17/0323631