

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

<p align="center">Public Sector Management Act 1994</p>	<p align="center">Salaries/Agreement/Award Country High School Hostels Authority Residential College Supervisory Staff Award 2005; Country High School Hostels Authority Residential College Supervisory Staff General Agreement 2014 or as replaced</p>	
<p>Division: Statewide Planning and Delivery</p> <p>Branch: Residential Colleges</p> <p>School: Student Residential College</p>	<p align="center">Effective Date of Document 4 August 2017</p>	

<p align="center">THIS POSITION</p>	
<p>Title: Boarding Supervisor</p>	
<p>Classification: Level 1</p>	
<p>Position No: Generic</p>	
<p>Positions under direct responsibility: Nil</p>	

<p align="center">REPORTING RELATIONSHIPS</p>	
<p>TITLE: LEVEL: POSITION NUMBER:</p>	<p>College Manager Various Various</p>
<p>TITLE: LEVEL: POSITION NUMBER:</p>	<p>Senior Boarding Supervisor Various Various</p>
<p>This position and the positions of:</p>	
<p>Title</p>	<p align="center">Level Position Number</p>

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Boarding Supervisor	Level 1	Generic	4 August 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

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

TITLE Boarding Supervisor	CLASSIFICATION Level 1	POSITION NO Generic	EFFECTIVE DATE 4 August 2017
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ROLE

The Boarding Supervisor:

- supports and reinforces appropriate values and behaviours in students
- fulfils an appropriate duty of care in the creation of a positive, happy and responsible boarding environment and service for all students
- respects and embraces diversity within the student population
- provides, and supervises, opportunities with enrich students' personal and social development
- plans and implements a wide range of suitable activities for students to enjoy
- ensures students receive appropriate care to maintain health and wellbeing
- undertakes regular, positive communication and liaison with colleagues, parents/guardians, school staff, other professional and members of the local community in support of students' development and wellbeing
- supports the college with attendance at college functions, including award presentations, special events, orientation and open days, and in the promotion of the college at regional field days and agricultural shows
- works to the current roster and relieves other staff as and when required
- upholds the Public Sector Code of Ethics, the Code of Conduct and the Equal Opportunity and Diversity Plan, and works in accordance with Departmental policies and guidelines
- promptly reports duty of care, critical incident, occupational safety and health and repair matters to senior staff
- maintains appropriate record keeping and reporting requirements and prepares written documentation to a high standard and on time
- works hard to improve work-related knowledge and skills
- undertakes other duties as directed by the College Manager.

OUTCOMES

1. Students in a residential college environment receive appropriate supervision, security and pastoral care.
2. Activities for students are planned, organised and implemented.
3. Records are prepared and maintained in accordance with Department and Student Residential College Policy.
4. Effective working relationships are established and maintained with internal and external stakeholders.

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Boarding Supervisor	Level 1	Generic	4 August 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 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 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 setting.
- 4 Demonstrated organisational skills with the ability to plan, organise, implement and record activities.
- 5 Demonstrated ability to manage risk through assessment and procedure also to fulfil Occupational Health and Safety standards in a residential setting.

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 Surf Rescue 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.

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 4 August 2017
TRIM REF # D17/0325011