

**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; Department of Education (Residential College Supervisors) CSA General Agreement 2017 or as replaced	
Group: Public Schools Division: Executive Director, Public Schools Directorate: Public Schools Planning Branch: Residential Colleges School: Student Residential College	Effective Date of Document 14 November 2018	

THIS POSITION		
Title:	Senior Boarding Supervisor	
Classification:	CHSSGRA – CHSSGRE	
Position No:	Generic	
Positions under direct responsibility:		
Title: Boarding Supervisor	Classification: Various	Position No: 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: Various	Classification:	Position No:

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Senior Boarding Supervisor	CHSSGRA – CHSSGRE	Generic	14 November 2018

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations 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.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/>.

Further context about the particular Student Residential 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 college name in the *Find a School* field.

ROLE

The Senior Boarding Supervisor:

- performs the role of a Boarding Supervisor while assisting staff to support and reinforce appropriate values and behaviours of students
- provides leadership and advice to Boarding Supervisors and ensures they are fully aware of their responsibilities and carry these out in accordance with Department policies, procedures and guidelines
- undertakes team building and coordination of Boarding Supervisors
- organises regular staff meetings and coordinates planning by Boarding Supervisors
- ensures that Boarding Supervisors have the skills required to carry out their responsibilities and ensures that Boarding Supervisors' training needs are met
- participates on interview panels in the selection of Boarding Supervisors
- responds in line with advice and direction provided by the College Manager
- provides guidance, advice and expertise to Boarding Supervisors in providing opportunities which support the academic, social, emotional and physical development of students

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- ensures Boarding Supervisors plan and implement a wide range of activities suitable for students to participate in
- develops with the College Manager, effective policies and guidelines relating to student management
- ensures that record keeping and reporting requirements, including the preparation of written documentation, is as directed by the College Manager
- undertakes and ensures appropriate liaison with stakeholders, including school staff and parents
- works according to rostered hours which may include nights, weekends and public holidays
- ensures the physical safety and security of students and staff, fulfilling duty of care requirements in line with Department policy
- deputises in the absence of the College Manager and supervises other residential college staff as required
- assists the College Manager with administrative functions, promotion and development of the college, and undertakes other duties as required
- reports to the College Manager on the college's requirements or any concerns in relation to administration, students, parents or staff
- ensures distribution of medicines to students is according to parent and/or health professional instructions and in line with Department policies, procedures and guidelines
- manages and regularly reviews staff performance in accordance with Department policy
- upholds the Public Sector Code of Ethics and Code of Conduct and works in accordance with the Department's policies, procedures and guidelines
- assists the manager to monitor and manage staff leave entitlements to ensure accrued leave is cleared in accordance with relevant awards, agreements and Department policy.

OUTCOMES

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

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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 students in a residential setting and to lead, develop and provide advice to supervisory and ancillary staff.
2. Demonstrated understanding of Aboriginal 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 setting.

ELIGIBILITY

Employees are required:

- to obtain a current Department of Education Criminal Record Clearance prior to commencement of employment;
- to obtain or hold a current Working with Children Check;
- within six months of commencement of employment to obtain and maintain a current:
 - First Aid Certificate – Provide CPR (HLTAID001);
 - First Aid Certificate – Provide First Aid (HLTAID003);
 - LR Class Driver's Licence with F endorsement;
 - Aquatic Rescue for Group III Pool Award*;
 - Surf Rescue Certificate*;
- within twelve months of commencement of employment obtain a Certificate IV in Community Services – Student Residential Care (CHC42015).

* *Dependent on operational requirements as determined by College Manager.*

TRAINING

Employees will be required to:

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

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CERTIFICATION

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

ENDORSED

DATE 14 November 2018

TRIM REF # D18/0504990