

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

Public Sector Management Act 1994	Salaries/Agreement/Award Government Officers Salaries, Allowances and Conditions Award 1989; Government Schools (Agricultural Colleges and Schools) Residential Supervisors' Agreement 2014
Group: Schools	Effective Date of Document
Region: Education Regions	25 August 2017
School: Western Australian Colleges of Agriculture	

THIS POSITION	
Title:	Residential Supervisor
Classification:	Level 1
Position No:	Generic
Positions under direct responsibility:	Nil

REPORTING RELATIONSHIPS		
TITLE:	Principal	
LEVEL:	Various	
POSITION NUMBER:	Various	
TITLE:	Residential Hostel Manager	
LEVEL:	5	
POSITION NUMBER:	Various	
This position and the positions of:		
Title	Classification	Position Number
Domestic Staff (as delegated)	Various	Various

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Residential Supervisor	Level 1	Generic	25 August 2017

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/web/our-organisation/home>

Further context about the 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.

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Residential Supervisor	Level 1	Generic	25 August 2017

ROLE

The Residential Supervisor:

- provides appropriate pastoral care and supervision of residential students, as required
- implements discipline and behaviour standards in accordance with Departmental and College policy
- supervises students undertaking sporting and recreational activities
- ensures students receive appropriate care to maintain health and wellbeing
- assists students to develop personal and social capabilities, in accordance with the College plan
- plans, organises and transports students to activities such as interschool visits, camp outs, sporting fixtures and entertainment events
- provides appropriate security and supervision of College facilities to visiting groups
- implements operational procedures and standards, including security and emergency
- provides security for the site and its personnel, as required
- maintains student records including student behaviour, student health requirements, student leave, vehicle-use log books and student report comments, as required by the College.

OUTCOMES

- 1 Students in an agricultural residential environment receive appropriate supervision, security and pastoral care.
- 2 Residential activities for students are planned, organised and implemented.
- 3 Records are prepared and maintained in accordance with Department of Education and College policy.
- 4 Appropriate security and supervision is provided when external groups use College facilities.

TITLE Residential Supervisor	CLASSIFICATION Level 1	POSITION NO Generic	EFFECTIVE DATE 25 August 2017
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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 sound written and oral communication skills, including the ability to interact with students, parents and teaching professionals.
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 environment.
4. Demonstrated organisational skills with the ability to plan, organise, implement and record activities.

ELIGIBILITY

Employees will be required to:

- hold or obtain within the first three months of appointment:
 - an MR Class Vehicles Driver's Licence with F endorsement;
 - a Senior First Aid Certificate;
- 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 25 August 2017
TRIM REF# D17/0357692