

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

<p align="center">THIS POSITION</p>	
<p>Title:</p>	<p>Boarding Supervisor</p>
<p>Classification:</p>	<p>CHSUP1</p>
<p>Position No:</p>	<p>Generic</p>
<p>Positions under direct responsibility: Nil</p>	

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

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Boarding Supervisor	CHSUP1	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 Boarding Supervisor:

- supports and reinforces appropriate values and behaviours of students
- supervises students, fulfilling duty of care requirements in line with Department policy
- respects and embraces diversity within the student population
- provides and supervises opportunities which support the academic, social, emotional and physical development of students
- plans and implements a wide range of activities suitable for students to participate in
- ensures students receive appropriate care that supports their wellbeing
- maintains regular communication with colleagues, parents, school staff and others involved in supporting student development and wellbeing
- attends college functions and promotion activities as required by the College Manager, including award presentations, special events, orientation and open days, regional field days and agricultural shows
- works according to rostered hours which may include nights, weekends and public holidays

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- upholds the Public Sector Code of Ethics and Code of Conduct and works in accordance with Department policies, procedures and guidelines
- promptly reports duty of care, occupational safety and health, critical incident and maintenance matters to senior staff
- distributes medicines to students according to parent and/or health professional instructions and in line with Department policies, procedures and guidelines
- arranges and provides transportation for students, including driving students in vehicles
- fulfils record keeping and reporting requirements, including the preparation of written documentation, as directed by the College Manager
- undertakes other duties as directed by the College Manager.

OUTCOMES

1. Students 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 requirements.
4. Effective working relationships are established and maintained with internal and external stakeholders.

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 as well as meeting Occupational Safety and Health requirements in a residential setting.

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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.

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 # D18/0505160