



Aboriginal Boarding Supervisor Residential Colleges

Position number	Generic
Agreement	Department of Education (Residential College Supervisors) CSA General Agreement 2017 , or as replaced.
Classification	Level 1
Reports to	College Manager
Direct reports	Nil

Context

Information about the particular Residential College in which the vacancy is being advertised is available on [Schools Online](#). Please follow the link and enter the college name in the 'Find a School' field.

Visit education.wa.edu.au for further information about the Department of Education.

Key responsibilities

- Support and reinforce appropriate values and behaviours of students, particularly Aboriginal students.
- Supervise students, fulfilling duty of care requirements in line with Department policy.
- Respect and embrace diversity within the student population.
- Provide and supervise opportunities which support the academic, social, emotional and physical development of students, particularly Aboriginal students.
- Plan and implement a wide range of activities suitable for students to participate in, particularly Aboriginal students.
- Ensure students receive appropriate care that supports their wellbeing, particularly Aboriginal students.
- Maintain regular communication with colleagues, parents, school staff, and others involved in supporting student development and wellbeing, particularly Aboriginal students.
- Attend 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.
- Uphold the Public Sector Code of Ethics and Code of Conduct and works in accordance with Department policies, procedures and guidelines.
- Promptly report duty of care, occupational safety and health, critical incident and maintenance matters to senior staff.
- Distribute medicines to students according to parent and/ or health professional instructions and in line with Department policies, procedures and guidelines.

- Arrange and provide transportation for students, including driving students in vehicles.
- Fulfil record keeping and reporting requirements, including the preparation of written documentation, as directed by the College Manager.

Selection criteria

1. Demonstrated sound written and oral communication skills, including the ability to interact with Aboriginal students, parents and teaching staff.
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.

Eligibility and training requirements

Aboriginality is considered essential for this position under section 50(d) of the Western Australian *Equal Opportunity Act 1984*.

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold (and maintain) a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment
- work according to rostered hours which may include nights, weekends and public holidays
- obtain (prior to first rostered shift working with students) and maintain a current:
 - First Aid Certificate – Provide CPR (HLTAID001);
 - First Aid Certificate – Provide First Aid (HLTAID003);
- within six months of commencement of employment obtain and maintain a current:
 - LR Class Driver's Licence and a Passenger Transport Driver (PTD) authorisation;
 - Aquatic Rescue for Group III Pool Award*;
 - Surf Rescue Certificate*; and
- obtain a Certificate IV in Community Services – Student Residential Care (CHC42015) within six months of commencement of employment.

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

Certification

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

ENDORSED

Date 25 February 2021
Reference D21/0062681