

RAMS Generated (top of page):

Agency Name:	Department of Education
Division:	Public Schools Planning
Branch:	Narrogin Residential College
Position Title:	Boarding Supervisor - Female
Position Number:	00036686
Classification & Award:	\$52,930 - \$61,376 per annum + 25% loading over 46 weeks (DOE (RCS) GA 2017)

Manually Generated (body of advertisement):

Advertised Vacancy Number: DOE687098

This is a permanent full-time position commencing ASAP

This job opportunity is unique if you are a caring, dedicated and enthusiastic person who has a genuine desire to assist young people complete their education while living away from home and family.

For these positions, the person's gender is a genuine occupational qualification (Equal Opportunity Act 1984). Only applicants in the pool possessing the required qualification will be considered for appointments in these circumstances.

The successful applicant will support and reinforce appropriate values and behaviours of students, fulfilling duty of care requirements in line with Department policy and respecting and embracing diversity within the student population. You will provide and supervise opportunities which support the academic, social, emotional and physical development of students. Planning and implementing a wide range of activities suitable for students to participate in and ensuring students receive appropriate care that supports their wellbeing.

You will regularly communicate with colleagues, parents, school staff and others involved in supporting student development and wellbeing and 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.

College:

Narrogin Residential College is an established boarding facility providing accommodation for secondary students from Years 7 to 12 who wish to study in Narrogin. Situated in the heart of the wheat and sheep region of Narrogin, 190 km from south east Perth, the College caters to students attending Narrogin Senior High School. With a good selection of cafes, accommodation, farm stays, heritage buildings, art galleries and walking trails, Narrogin is a modern commercial centre with modern facilities including a heated indoor swimming pool and a regional hospital.

Students:

Narrogin Residential College has the capacity to offer up to 180 students the opportunity to board closer to home, living at the College and most students choose our college every year coming predominantly from the upper Great Southern and the southern Wheatbelt regions of WA, east of Narrogin and as far as Hyden, Newdegate and Kulin.

Staff:

The skilled and dedicated staff at Narrogin Residential College provides the best standard of care to our students 24 hours a day. Under the direction of the College Manager, our supervisors and staff provide a range of positive role models for the child's growth and development.

Our supervisors maintain connections with parents and the child's school to ensure progress is monitored and that they are reaching their potential in their secondary education and personal development. All supervisory staff hold current qualifications to ensure the best possible standard of duty of care.

This selection process will initially be used to fill the above vacancy. Applicants assessed as suitable during this selection process may be considered for other similar vacancies that occur throughout our division for up to 12 months following this initial appointment. This includes circumstances where this position becomes subsequently vacant should the successful applicant decline or vacate the advertised position.

To be suitable for this role, you will need to demonstrate the following work related requirements:

1. 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. Interpersonal skills with the ability to effectively work independently or as part of a team.
3. Skills and understandings appropriate to the supervision and care of young people in a residential setting.
4. Organisational skills with the ability to plan, organise, implement and record activities.
5. Ability to manage risk through assessment and procedure as well as meeting Occupational Safety and Health requirements in a residential setting.

Further information about this position can be found in the attached job description form (JDF).

Applications will be assessed against the selection criteria of the position. The business needs of the branch may also be considered. It is therefore recommended that you consider all information contained in the advertisement and any other related information before applying for the vacancy.

The Department is an equal opportunity employer and encourages people with disability, Aboriginal and Torres Strait Islander people and persons from culturally diverse backgrounds to apply.

For further job related information:

Please contact Reneta Browne, College Manager by telephoning (08) 9881 1066 or emailing Reneta.Browne@education.wa.edu.au

Application Instructions

All applications are submitted online. Select "Apply for Job", at either the top or bottom of this screen and follow the instructions on your screen.

Your application should include: **[red highlighted areas are optional]**

- A **[number of pages]** page statement addressing the selection criteria **[optional to select specific selection criteria]**, in context of the role and business needs of the branch
- A CV of up to **[number of pages]** pages outlining your employment history and professional learning summary relevant to this position
- The contact details for two (2) work related referees who can attest to the claims made in your written application, preferably one being your current line manager.

It is recommended you have these documents completed and ready to attach before selecting "Apply for Job".

You are asked to complete an online application form and attach your documentation, please allow enough time to complete this process as applications cannot be accepted after the closing date and time.

After you have submitted your application online, you will receive an email confirming lodgement. If you do not receive a confirmation email, please telephone (08) 9264 4127.

If you are having difficulty submitting your online application, please telephone (08) 9264 8666 for assistance.

ELIGIBILITY AND TRAINING REQUIREMENTS

Employees will be required to:

- provide evidence of eligibility to work in Australia for the term of the vacancy
- 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 commencement of employment
 - 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:
 - o First Aid Certificate – Provide CPR (HLTAID001); and
 - o First Aid Certificate – Provide First Aid (HLTAID003);
 - within six months of commencement of employment obtain and maintain a current:
 - o LR Class Driver's Licence and a Passenger Transport Driver (PTD) authorisation;
 - o Aquatic Rescue for Group III Pool Award*; and
 - o Surf Rescue Certificate*;
 - 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

The Department applies a four (4) day breach period to this selection process.

Applications must be submitted before 4.30pm (WST) on Day, DD MMMM YYYY

APPLICATIONS MUST BE SUBMITTED ONLINE

***PROFORMA, FAXED, HAND DELIVERED, POSTED, EMAILED AND LATE APPLICATIONS
ARE NOT ACCEPTED***