



Senior Boarding Supervisor Residential Colleges

Position number	Generic
Agreement	Department of Education (Residential College Supervisors) CSA General Agreement 2017 , or as replaced.
Classification	Level 2
Reports to	College Manager (Level 5)
Direct reports	Aboriginal Boarding Supervisor (Level 1) Boarding Supervisor (Level 1)

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

- Perform the role of a Boarding Supervisor while assisting staff to support and reinforce appropriate values and behaviours of students.
- Provide leadership and advice to Boarding Supervisors and ensure they are fully aware of their responsibilities and carry these out in accordance with Department policies, procedures and guidelines.
- Undertake team building and coordination of Boarding Supervisors.
- Organise regular staff meetings and coordinate planning by Boarding Supervisors.
- Ensure that Boarding Supervisors have the skills required to carry out their responsibilities and that Boarding Supervisors' training needs are met.
- Participate on interview panels in the selection of Boarding Supervisors.
- Respond in line with advice and direction provided by the College Manager.
- Provide guidance, advice and expertise to Boarding Supervisors in providing opportunities which support the academic, social, emotional and physical development of students.
- Ensure Boarding Supervisors plan and implement a wide range of activities suitable for students to participate in.

- Develop, with the College Manager, effective policies and guidelines relating to student management.
- Ensure that record keeping and reporting requirements, including the preparation of written documentation, is as directed by the College Manager.
- Undertake and ensure appropriate liaison with stakeholders, including school staff and parents.
- Work according to rostered hours which may include nights, weekends and public holidays.
- Ensure the physical safety and security of students and staff, fulfilling duty of care requirements in line with Department policy.
- Deputise in the absence of the College Manager and supervise other residential college staff as required.
- Assist the College Manager with human resource and administrative functions, promotion and development of the college, and undertake other duties as required.
- Report to the College Manager on the college's requirements or any concerns in relation to administration, students, parents or staff.
- Ensure distribution of medicines to students is according to parent and/or health professional instructions and in line with Department policies, procedures and guidelines.
- Manage and regularly review staff performance in accordance with Department policy.
- Uphold the Public Sector Code of Ethics and Code of Conduct and works in accordance with the Department's policies, procedures and guidelines.
- Assist the manager to monitor and manage staff leave entitlements to ensure accrued leave is cleared in accordance with relevant awards, agreements and Department policy.

Selection criteria

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 and training requirements

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); and
 - First Aid Certificate – Provide First Aid (HLTAID003);
- within six months of commencement of employment obtain and maintain a current:
 - LR Class Driver's Licence with a Passenger Transport Driver (PTD) authorisation;
 - Aquatic Rescue for Group III Pool Award*; and
 - 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.*

Certification

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

ENDORSED

Date 8 March 2021
 Reference D21/0082390