



Residential Supervisor

Western Australian Colleges of Agriculture

Position number	Generic
Agreement	Public Sector CSA Agreement 2019 , or as replaced
Classification	Level 1
Reports to	Residential Hostel Manager (Level 5)
Direct reports	Nil

Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

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

Key responsibilities

- Provide appropriate pastoral care and supervision of residential students, fulfilling duty of care requirements in line with Department policy as required.
- Implement discipline and behaviour standards in accordance with Departmental and College policy.
- Plan and implement a wide range of activities suitable for students to participate in.
- Supervise students undertaking sporting and recreational activities.
- Ensure students receive appropriate care to maintain health and wellbeing.
- Assist students to develop personal and social capabilities, in accordance with the College plan.
- Plan, organise and transport students to activities such as interschool visits, camp outs, sporting fixtures and entertainment events.
- Provide appropriate security and supervision of College facilities to visiting groups.
- Implement operational procedures and standards, including security and emergency.
- Provide security for the site and its personnel, as required.
- Prepare, update and maintain student records including student behaviour, student health requirements, student leave, vehicle-use log books and student report comments, as required by the College.
- Respect and embrace diversity within the student population.
- Maintain regular communication with colleagues, parents, school staff, and others involved in supporting student development and wellbeing.

- Uphold the Public Sector Code of Ethics and Code of Conduct and work 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.
- Fulfil record keeping and reporting requirements, including the preparation of written documentation, as directed by the Residential Manager.

Selection criteria

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 and training requirements

Employees will be required to:

- hold or obtain, within the first three months of appointment:
 - a 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
- obtain or hold 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.

Certification

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

ENDORSED

Date 16 March 2021
Reference D21/0114047