



Boarding Supervisor Residential Colleges

Position number	Generic
Agreement	Department of Education (Residential College Supervisors) CSA General Agreement 2017 .
Classification	Level 1
Reports to	Senior Boarding Supervisor College Manager
Direct reports	Nil

Context

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.

Key responsibilities

- Support and reinforce appropriate values and behaviours of 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.
- Plan and implement a wide range of activities suitable for students to participate in.
- Ensure students receive appropriate care that supports their wellbeing.
- Maintain regular communication with colleagues, parents, school staff and others involved in supporting student development and wellbeing.
- 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.

Selection criteria

- 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.

Eligibility and training requirements

Employees are 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;
- work according to rostered hours which may include nights, weekends and public holidays;
- complete any training specific to this role required by Departmental policy;
- obtain before commencing their first rostered shift with students and maintain a current:
 - First Aid Certificate – Provide CPR (HLTAID001); and
 - First Aid Certificate – Provide First Aid (HLTAID003);
- complete the Department's induction program within three months of commencement of employment;
- 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*; and
 - Surf Rescue Certificate*;
- complete the Department's training in Accountable and Ethical Decision Making within six months of commencement of employment; 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 4 December 2020
Reference D20/0610909