



## Boarding Supervisor Residential Colleges

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Department of Education (Residential College Supervisors) CSA General Agreement 2017</a> .
<b>Classification</b>	Level 1
<b>Reports to</b>	Senior Boarding Supervisor College Manager
<b>Direct reports</b>	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](http://education.wa.edu.au) for further information about the Department of Education.

### 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.
- 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 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
- 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:
  - 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 and 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 16 February 2021

Reference D20/0610909