

Aboriginal Boarding Supervisor

Residential Colleges

Position number	Generic
Agreement	Department of Education (Residential College Supervisors) CSA General Agreement 2021 , or as replaced.
Classification	Level 2
Reports to	College Manager / Senior Boarding Supervisor
Direct reports	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 for further information about the Department of Education.

Key responsibilities

- Supervise students, providing appropriate care to support their wellbeing and fulfill duty of care responsibilities in line with relevant legislation and Department requirements.
- Support and reinforce appropriate values and behaviours of students, particularly Aboriginal students, including respect for multicultural diversity.
- Promptly report concerns with student and staff wellbeing, duty of care, occupational safety and health and maintenance matters to senior staff.
- Plan and implement a wide range of leisure activities suitable for student participation, particularly Aboriginal students, including opportunities for students to develop their academic, social, emotional and physical skills.
- Arrange and provide appropriate transportation for students to activities, including driving students in college vehicles.
- Facilitate and maintain regular communication with students, college staff, parents, school staff, and others involved in supporting student development and wellbeing, particularly Aboriginal students.
- 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 work in accordance with Department requirements.
- Distribute medicines to students according to parent and/ or health professional instructions.

- Fulfill record keeping and reporting requirements as directed by the College Manager, including maintaining accurate records of student movements, behaviour, health requirements, contact details, leave and pastoral care.
- Report concerns of child abuse in line with legislative and Department requirements including physical abuse, emotional abuse, neglect and sexual abuse.
- Participate in professional learning activities to maintain and develop personal knowledge relevant to the responsibilities of a boarding supervisor.

Selection criteria

1. Demonstrated skills and understanding of appropriate supervision and care of students in a residential setting.
2. Demonstrated capability to initiate, plan, document and safely lead a wide range of leisure activities for secondary students.
3. Demonstrated strong interpersonal skills, written and oral communication skills, with the ability to write plans, pastoral notes and reports; and interact positively with students and parents including those with diverse multicultural backgrounds.
4. Demonstrated organisational skills and ability to work effectively both independently and as a member of a team.
5. Demonstrated capacity to successfully meet and maintain the required eligibility and training requirements of this position.

Eligibility and training requirements

Being of Aboriginal and Torres Strait Islander background is considered essential for this position under section 50(d) of the Western Australian Equal Opportunity Act.

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)
 - 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*
 - 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 14 January 2022
Reference D21/0797372