



College Manager Residential Colleges

Position number	Generic
Agreement	Department of Education (Residential College Supervisors) CSA General Agreement 2017 , or as replaced.
Classification	Level 5
Reports to	Manager Residential Colleges (Level 8)
Direct reports	Various

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

- Ensure that college operations meet clients' needs and are consistent with Department policies, procedures and guidelines.
- Provide accurate, reliable and relevant information, as required by the Department.
- Provide financial accountability in accordance with Department requirements.
- Undertake financial planning, budget preparation and oversee college accounting procedures which includes compliance with student placement and debt collection requirements.
- Implement the college maintenance program and asset records and maintain college facilities and assets in accordance with Department objectives and clients' needs.
- Ensure that college human resource management is in accordance with Department and Government requirements and clients' needs, including staff recruitment and selection; performance management; allocation of duties; restructuring; equal employment opportunity; occupational health, safety and welfare; termination; discipline; code of conduct; industrial negotiations; duty of care and conditions of work.
- Develop and maintain the college marketing plan and ensure that services are attractive to clients and successfully marketed.
- Maintain proper standards at all times in creating, managing, maintaining and retaining records.
- Manage complaints by parents, staff or students in accordance with Department policy.

- Uphold the WA Public Sector Code of Ethics and the Department's Code of Conduct.
- Provide a residential environment that supports academic, social, emotional and physical development of students.
- Ensure the physical safety and security of students and staff, fulfilling duty of care requirements in line with Department policy.
- Assist staff to support and reinforce appropriate values and behaviours of students.
- Approve student management policies, systems and programs developed by Senior Boarding Supervisor/s and Boarding Supervisors.
- Ensure that students and parents are fully informed about the care and services provided to students, including residential costs and fee collection arrangements.
- Liaise with principals and develop a positive relationship between the college and school staff to ensure mutual understanding and cooperation.
- Manage membership for the Local Input Networking and Communications Committee in accordance with legislation, consults with the committee regularly and considers advice provided.
- Provide appropriate leadership and management of college staff and their performance and undertake supervisory duties, as required.
- Regularly convene staff meetings to review and improve college operations and ensure staff are aware of their responsibilities and foster teamwork to effectively meet the needs of students, parents and other college staff.
- Participate in selection of college staff and oversee their training to ensure they have the necessary skills to competently undertake their duties.
- Participate in group activities held for professional development.
- 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 capacity to work effectively with secondary students, promoting health, safety, welfare and appropriate behaviour.
2. Demonstrated effective organisational skills and the capacity to provide leadership.
3. Demonstrated sound written, oral and interpersonal communication skills, and ability to establish and maintain effective working relationships within a team environment.
4. Demonstrated sound financial management skills, including budget preparation and the ability to interpret and apply financial and accounting practices and procedures.
5. Demonstrated sound human resource management skills, including staff recruitment and selection and performance management.

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);

- 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*; 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 Manager Residential Colleges.*

Certification

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

ENDORSED

Date 25 February 2021
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