



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	Senior Boarding Supervisor / College Manager
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 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, 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.
- 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 and in line with Department policies, procedures and guidelines.
- 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 understandings appropriate to the supervision and care of students in a residential setting.
- 2 Demonstrated capacity 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

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 as required by the Department
- 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 (HLTAID009); and
 - First Aid Certificate – Provide First Aid (HLTAID011);
- 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
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