



Senior Boarding Supervisor Residential Colleges

Position number	Generic
Agreement	Department of Education (Residential College Supervisors) CSA General Agreement 2021 , or as replaced.
Classification	Level 3
Reports to	College Manager (Level 5)
Direct reports	Aboriginal Boarding Supervisor (Level 2) Boarding Supervisor (Level 2)

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

- Undertake the key responsibilities of a Boarding Supervisor as well as providing leadership and support of those staff employed in the role.
- Ensure all Boarding Supervisors are fully aware of their responsibilities and carry these out in accordance with Department requirements and directives of the College Manager.
- Deputise in the absence of the College Manager, including the supervision of all college staff and being on call as required.
- Manage and regularly review staff performance in accordance with Department requirements.
- Organise regular staff meetings and coordinate the planning and activities of Boarding Supervisors.
- Ensure that Boarding Supervisors have the skills required to carry out their responsibilities and that Boarding Supervisors' training needs are met.
- Ensure that there are a wide variety of leisure activities suitable for student participation being regularly made available to students.
- Participate on selection panels to fill college vacancies as required.
- Support the College Manager in developing effective practices and guidelines relevant to the effective operations of the College.

- While maintaining confidentiality assist the College Manager with human resource and administrative functions, promotion and development of the college, and other duties relevant to this leadership position.
- Assist the College Manager to monitor and manage staff leave entitlements to ensure accrued leave is cleared in accordance with relevant awards, agreements and Department policy.
- Report any concerns identified in relation to the operations of the College, including those relevant to students, parents, staff and other stakeholders.
- Ensure the physical safety and security of students and staff, fulfilling duty of care requirements in line with Department policy.
- Ensure that record keeping and reporting requirements, including the preparation of written documentation, is as directed by the College Manager.
- Ensure distribution of medicines to students is according to parent and/or health professional instructions and is in line with Department requirements.
- Uphold the Public Sector Code of Ethics and Code of Conduct and works in accordance with the Department's policies, procedures and guidelines.

Selection criteria

1. Demonstrated capacity to work with secondary students in a residential setting and develop appropriate processes and leisure activities to support their wellbeing.
2. Demonstrated time management, organisational and interpersonal skills, including the ability to both lead and make an active contribution as a member of a team.
3. Demonstrated effective oral and written communication skills, including the ability to effectively address students, parents and staff and accurately write memos, letters, reports and operating procedures.
4. Demonstrated capacity to run effective recruitment processes, manage the training requirements of staff, performance manage staff and comply with mandated processes and requirements.

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 as required by the Department
- 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 (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 with 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 (CHC42021) 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 29 June 2023
Reference D23/1275068