



Residential Supervisor

Western Australian Colleges of Agriculture

Position number	Generic
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 2
Reports to	Residential Manager (Level 5)
Direct reports	Nil

Context

Information about the particular Western Australian College of Agriculture in which the vacancy is being advertised is available on [Schools Online](#).

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 Residential Manager, including award presentations, special events, orientation and open days, regional field days and agricultural shows.
- Distribute medicines to students according to parent and/or health professional instructions and in line with Department policies, procedures and guidelines.
- Fulfil record keeping and reporting requirements as directed by the Residential 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 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 residential 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 will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement
- 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 6 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 (CHC42021) within 6 months of commencement of employment.

* *Dependent on operational requirements as determined by the Principal.*

Certification

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

ENDORSED

Date 4 September 2024
Reference D24/0655127