



## Aboriginal Boarding Supervisor Residential Colleges

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Department of Education (Residential College Supervisors) CSA General Agreement 2021</a> , or as replaced.
<b>Classification</b>	Level 2
<b>Reports to</b>	College Manager / Senior Boarding Supervisor
<b>Direct reports</b>	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](http://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 (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 D23/1274876