



JOB DESCRIPTION FORM

BOARDING SUPERVISOR

AGREEMENT:

CHSHA Residential College Supervisory Staff Award 2005

SALARY PACKAGE:

\$per annum plusloading allowance per annum.

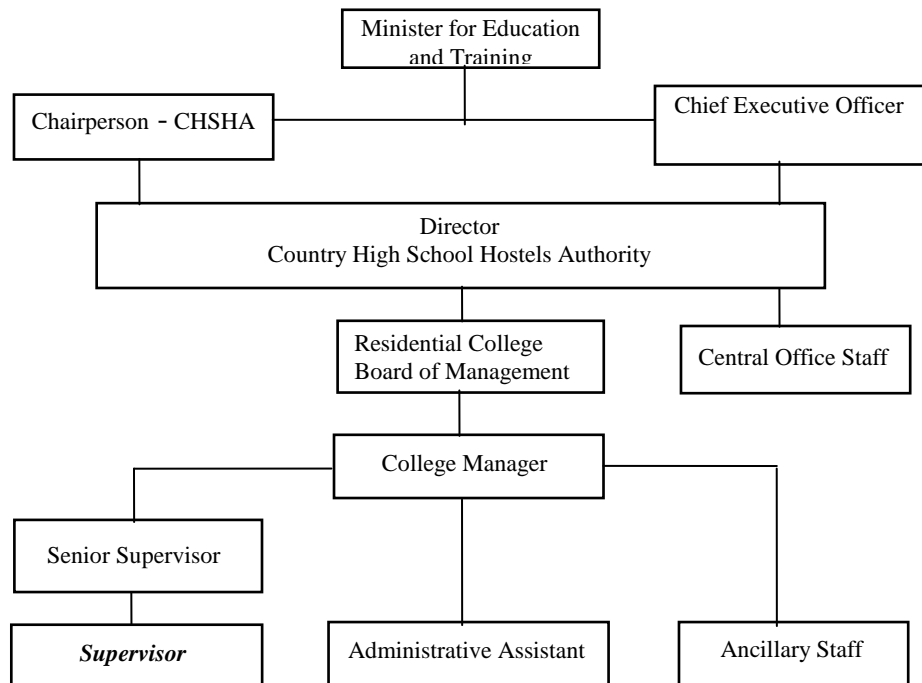
For Esperance Residential College only, a District Allowance is paid

SALARY RATE EFFECTIVE DATE:

JDF EFFECTIVE DATE:

1 September 2006

REPORTING RELATIONSHIPS



SCOPE AND CONTEXT

The Country High School Hostels Authority provides boarding facilities in strategic locations for geographically isolated students. There are eight residential colleges in Western Australia, situated next to secondary schools in Albany, Esperance, Geraldton, Katanning, Merredin, Moora, Narrogin and Northam. Approximately 125 employees support the Authority in its operations.

Supervisory staff fulfil a nurturing role on behalf of the students' parents, and as such, build and foster positive adult-child relationships to match parents' expectations. They need to have the capacity to guide adolescents, as a parent would do, during what is a special time in a student's life. The role of the supervisor is to also lead students in their activities and to provide opportunities to enrich their personal development. Because of the special nature of the work and the associated "college parent" responsibilities carried out at residential colleges, supervisors live-in and are provided with on-site accommodation.

Supervisors are required to be available at all times that students reside at the college. They may be called upon in times of emergency when unexpected situations occur that affect the wellbeing and care of students. Supervisors need to be available one week before the commencement of the school year and while students await transport home at the completion of term. As part of students' recreational programs, supervisors are regularly rostered to work weekends and public holidays. They will be required to attend weekend camps, sporting events and excursions. All rostered work is shared as equitably as possible and staff are entitled to two full consecutive days off duty per week.

Supervisory staff support the college with attendance at college functions (award presentations and special events, orientation and open days) and in the promotion of the college at regional field days and agricultural shows. To ensure that supervisors maintain a level of knowledge to support them in their role, staff are required to attend a two-day professional development seminar. This is conducted once a year, during a school vacation period.

Country residential colleges offer a unique working environment for staff. To compensate for the circumstances of the work and the flexible working arrangements required to fulfil the Supervisor's role, staff are paid a 25% loading on 46 weeks of the year, have 4 weeks annual leave and are granted a further 6 weeks paid accrued leave to be taken between each school term.

Residential colleges promote a homely atmosphere, provide appropriate pastoral care and linkage to schools, so that students can achieve to their potential and be involved in activities that enrich their personal and social development. It is the supervisor who plays the vital role of creating safe, caring, active and supportive relationships with students. They are positive role models projecting a good image of themselves to students, other staff, the local community and to schools in partnership with residential colleges.

STATEMENT OF DUTIES

BOARDING SUPERVISOR

1.0 STUDENTS

- 1.1 Contributes to the provision of an environment which supports the academic, social, emotional and physical well-being and development of students.
- 1.2 Provides leadership and direction to students, ensuring that students carry out the expectations of their parents, teachers, supervisors and other college staff.
- 1.3 Supervises, cares and accounts for the whereabouts of students.
- 1.4 Provides college services to adequately meet students' needs.
- 1.5 Plans and implements a wide range of suitable activities for students.
- 1.6 Supports and reinforces appropriate values and behaviour in students.
- 1.7 Responds to advice and direction provided by the Senior Supervisor and College Manager.
- 1.8 Meets regularly with the college and school staff to discuss student needs and co-operates in the management of students in order for them to reach their full potential.
- 1.9 Reports to the Senior Supervisor or College Manager in regard to student needs, state of facilities and desirable changes.

2.0 OTHER

- 2.1 Assists with the promotion and development of the college to clients within the local community and catchment area.
- 2.2 Maintains and improves student supervisory skills, as necessary. Deputises in the absence of the Senior Supervisor as required.
- 2.3 Works to the current supervisory roster and relieves other staff as and when required.
- 2.4 Undertakes other duties as directed by the College Manager and/or senior supervisor.
- 2.5 Undertakes to uphold the W A Public Sector Code of Ethics and the CHSHA Code of Conduct.

WORK-RELATED COMPETENCIES

BOARDING SUPERVISOR

Title	Effective date of document
Boarding Supervisor	1 September 2006
<p>In no more than 3 pages, please tell us about yourself and your suitability for the position, in the context stated below:</p> <ul style="list-style-type: none">• We are looking for someone interested in the education and welfare of youth and who has an appropriate background in supervising and leading their activities.• It is essential that you are an effective communicator, enthusiastic, supportive and a flexible team member who has the ability to develop, plan and co-ordinate youth activities to enrich their personal development. You must also be able to reinforce appropriate student behaviour.• A separate detailed CV must also be supplied.	

ADDITIONAL CONDITIONS OF EMPLOYMENT

To be considered suitable for appointment to this position referees will be approached to verify that the requirements of the following criterion have been met:

- Personal Traits**
- Including integrity, diligence, efficiency, empathy, acceptance of responsibility and advice, and a willingness to learn in relation to the supervision and the care of young people in a residential boarding environment.

Please provide the names and addresses of at least two people prepared to act as referees in relation to this criterion.

Listed below are additional conditions of employment which need to be fulfilled should you be selected for this position. However, in some instances a timeframe is permitted to attain these requirements:

- Providing evidence of clearance of police screening. You are required to provide photocopies of “100 point” identification documents and to complete a consent form for the Department of Education and Training to undertake the police screening.
- Completing the CHSHA Declaration of Good Character form.
- Supplying proof of age, in the form of a Birth Certificate, Birth Extract or Passport.
- Possession of a current first aid certificate (including CPR). A successful applicant who does not hold a current first aid certificate will be allowed three months from the date of commencement to meet this requirement.
- Possession of a current LR class driver’s licence with F endorsement. A successful applicant who does not currently hold a LR class driver’s licence with F endorsement will be allowed three months from the date of commencement to meet this requirement.
- Possession and maintenance of a current Bronze Medallion of the Royal Life Saving Society/Surf Life Saving Australia - Surf Rescue Certificate. A successful applicant who is unable to meet this condition will be allowed 6 months from the date of commencement to meet this requirement.
- Completion and attainment of Certificate in Residential Care. An applicant will be allowed six months from date of commencement to meet this requirement.
- Satisfactory completion of an initial 6 month probationary period.



JOB DESCRIPTION FORM

BOARDING SUPERVISOR

CERTIFICATION

The details of this document are an accurate statement of the duties, responsibilities and other requirements of the job.

COLLEGE MANAGER

DIRECTOR

Signature

Signature

Date

Date

As occupant I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME	SIGNATURE	DATE APPOINTED	DATE