

## Role Description

## Senior Student Support Worker

### Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

**19083**

Content Manager No.

**11/302812**

Work Unit

**Nominated School**

**Nominated Region**

**Early Childhood and State Schools Division**

Location

**Various Schools throughout the State**

Classification

**OO5 General Employees (Qld Government Departments) and Other Employees Award – State 2015  
38 hour week**

### Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland.

Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at [www.qed.qld.gov.au](http://www.qed.qld.gov.au)

### Your opportunity

As the Senior Student Support Worker you will:

- Supervise the day to day activities of the residential campus to ensure a safe and secure residential environment for students to reside.
- Liaise with the students, school staff and parents of students on a regular basis to recognise any educational, social, emotional or behavioural problems.

The Senior Student Support Worker reports to the Head of Residential Campus at the College, Early Childhood and State Schools Division.

### Your role

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- Jointly manage the daily routine of the residential facility to ensure round the clock pastoral care to adolescent students living away from home in a residential campus, including:
  - oversee the daily and weekly planning by Student Support Workers for student activities
  - oversee the monitoring of the health and wellbeing of students under pastoral care
  - monitor the enforcement of residential rules and policies such as bedtime, departure, visitors, study and wearing uniforms
  - act as a reference contact for student concerns via Student Support Workers
  - monitor daily rollover logs.



- Regularly monitor, in consultation with the Head of Residential Campus, student absenteeism and behaviour to identify individual students requiring specific behaviour management and social skill development strategies assisting students to gain positive educational and social outcomes.
- Jointly monitor the overall behaviour of students in order to identify if individuals are experiencing problems and organise intervention before such problems get out of hand.
- Jointly lead the development and management of a safe and secure environment for secondary students residing at the Campus, and develop and implement initiatives to encourage a positive and supportive residential environment.
- Collaboratively develop and lead the implementation of social and personal skills development programs designed to assist students understand their responsibilities and develop positive relationships.
- Be the initial point of contact for parents and caregivers liaising with the residential campus regarding the health and welfare of students.
- Contribute to student health care by administering approved treatments and by contributing to planning and development of health programs.
- Support the progress of students by working with school staff to ensure students are prepared and punctual in their movements to and from school.
- Oversee the effective running of the residential campus by monitoring the quality and delivery of utility services to students, such as laundry, food and cleaning, and implementation of the residential campus vehicle policy.

#### **Other responsibilities (as required)**

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

#### **A mandatory requirement of this role is:**

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

### **Competencies – How you may be assessed**

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

#### **Vision:**

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

#### **Results:**

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

#### **Accountability:**

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

## **Additional information**

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- This role description works in conjunction with the Candidate Information Package.
- The successful applicant will be required to attain the DoE Orange Card School Administrator (OC SA) certification to access the school network, enabling the officer to perform high level support tasks including server technologies. The content of the course contains aspects of supporting the DoE Managed Operating Environment (MOE) as well as Government legislation. This course is only available within the DoE network.
- **Temporary positions:** - The duration of this position will be dependent on work demands and the availability of ongoing funding and model allocated resources.