



## AFFIRMATIVE MEASURE

To apply for this role you must be of:

- **Aboriginal and/or Torres Strait Islander descent; and**
- **identify as an Aboriginal and/or Torres Strait Islander; and**
- **be accepted by your community as being an Aboriginal and/or Torres Strait Islander.**

## Deputy Head of Boarding (VN 0121)

### Wadeye, Northern Territory

Our **Secondary Education Hostels** are dedicated to providing a *Home Away from Home* for young indigenous Australians (aged 12-18 years) who are accepted into partner schools (grades 7 - 12). Our commitment in our student hostels is to ensure that we provide a fair, honest and culturally respectful environment that values each student and their connection to country.

As **Deputy Head of Boarding** in Wadeye you will be critical in managing and supervising the day to day operations of the hostel to ensure appropriate pastoral care is provided to students. You will be a leader for the Residential Youth Workers and key contact for students, teachers, parents and stakeholders. You will have prior management experience and be able to manage staff matters as well as difficult student situations and behaviours.

### What we offer:

<b>Classification:</b>	APS Level 5	
<b>Job Type:</b>	Non-ongoing	
<b>Salary:</b>	\$71,425 - \$75,833 per annum with 15.4% superannuation	
<b>Benefits:</b>	<b>Salary Packaging:</b>	Generous salary packaging of up to \$15,900 per FBT year for mortgage, rent or living expenses.
	<b>District Allowance:</b>	\$3,685 pa without dependants or \$6,497 with dependants.
	<b>Shift Penalties:</b>	Generous shift penalties apply for work after hours, weekends and public holidays.
	<b>Leave:</b>	In addition to 4 weeks of annual leave, secondary education hostels enter close-down during the prescribed school term breaks. This generally means an extra 6 to 8 weeks of paid leave per year in addition to 4 weeks of annual leave. Noting staff may be recalled for 2 weeks per year for additional duties.
<b>Position Contact:</b>	Kelvin on 02 6212 2015	
<b>Closing Date:</b>	Sunday, 24 January 2021	



# P.R.O.U.D.

WE ARE... PROFESSIONAL RESPECTFUL OPEN UNDERSTANDING DEDICATED

## Duties and Responsibilities of the Role

<b>Deputy Head of Boarding</b>	<p>Hostel Operations:</p> <ul style="list-style-type: none"> <li>• Provide high quality pastoral care and support to all students</li> <li>• Lead initiatives to continually improve Secondary Education outcomes</li> <li>• Where required, assist with general housekeeping and food preparation duties.</li> <li>• Support the Head of Boarding as directed.</li> </ul> <p>Staff Management:</p> <ul style="list-style-type: none"> <li>• Provide line management, support and leadership to Residential Youth Workers</li> <li>• Ensure that staff are provided with sufficient direction, support and instruction</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Liaise with internal and external stakeholders to ensure students' needs are attended</li> <li>• Ensure that a clean, neat and welcoming environment is provided to all students</li> <li>• Work closely with hostel staff to accommodate students' needs</li> </ul>
<b>Student Services</b>	<ul style="list-style-type: none"> <li>• Identify individual development opportunities for students and address barriers to achieving goals</li> <li>• Support the education of students including liaising with the school and ensuring daily homework support</li> <li>• Arrange and support students to participate in out of school activities</li> <li>• Promote and safeguard student pastoral care, ensuring National Minimum standards for boarding</li> <li>• Promote and safeguard the safety and welfare of students, adhering to AHL's child protection policy</li> <li>• Ensure all students are approved and maintain eligibility for ABSTUDY or funded by other sources</li> <li>• Have oversight of administrative tasks including student applications, student enrolments, ABSTUDY support and student appointments.</li> </ul>
<b>Professional Service and Community Engagement</b>	<ul style="list-style-type: none"> <li>• Facilitate productive working relationships with local providers, suppliers and AHL staff</li> <li>• Visit and engage with student communities and families to support attraction and retention of students</li> <li>• Support Residential Youth Workers to effectively work with school teachers to ensure continuous improvement in a learning environment.</li> <li>• Support regular communications with students' parents/guardians</li> <li>• Resolve complex issues to ensure a positive, culturally appropriate experience and quality stay</li> </ul>
<b>Work, Health &amp; Safety (WHS) Property Maintenance</b>	<ul style="list-style-type: none"> <li>• Perform all tasks in a manner which upholds AHL's commitment to safety of its staff and residents by adhering to relevant WHS practices</li> <li>• Promptly report workplace hazards and WHS issues, including injury or illness, to their manager or Health and Safety Representative (HSR)</li> <li>• Report unsafe, hazardous or emergency situations using AHL's Hazard &amp; Incident Reporting</li> <li>• Appropriately use equipment or substances and report all property maintenance issues</li> <li>• Perform the duties of the First Aid Officer and Emergency Warden when on duty</li> <li>• Develop cooperative relationships with youth workers and teachers to ensure continuous improvement in a learning environment</li> </ul>
<b>Other duties</b>	Other duties may be required as directed

*Whilst this position description summarises the purpose of the job and lists its key tasks, it is not a definitive list of all the tasks to be undertaken. Tasks can vary at the discretion of the Chief Executive Officer, in consultation with the employee. To deliver services effectively, a degree of flexibility is needed and the employee may be required to perform work not specifically referred to above*

## Skills and Experience Required

All applicants will be assessed in relation to their ability to perform in accordance with the APS Values and Code of Conduct, the social justice principles of equity and workplace diversity, and occupational health and safety in the workplace. Successful candidates will demonstrate:

<b>1. Values</b>	<ul style="list-style-type: none"> <li>• Commitment to working with Aboriginal and Torres Strait Islander peoples and the demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples. This commitment will be shown by your capacity to:               <ul style="list-style-type: none"> <li>• Understand Aboriginal and Torres Strait Islander peoples and cultures</li> <li>• Identify issues affecting Aboriginal and Torres Strait Islander peoples today</li> <li>• Communicate respectfully.</li> </ul> </li> <li>• Ability to uphold ethical youth worker practices and principles including:               <ul style="list-style-type: none"> <li>• Young people as the primary consideration and the duty of care of young people;</li> <li>• Privacy, confidentiality and appropriate boundaries;</li> <li>• Transparency, honesty and integrity;</li> <li>• Awareness of social and cultural contexts;</li> <li>• Cooperation and collaboration;</li> <li>• Managing self-care needs.</li> </ul> </li> </ul>
<b>2. Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Proven capacity to manage the day-to-day operations of a Secondary Education Hostel, overseeing support for students within a boarding environment as well as staff and property matters;</li> <li>• Proven capacity to manage the development and delivery of programs for secondary education students within a boarding environment;</li> <li>• Knowledge and understanding of engagement, attendance and learning initiatives for Aboriginal and Torres Strait Islander students, in particular, for students living in a boarding environment away from community;</li> <li>• Proven ability to work autonomously and with accountability, demonstrating an in-depth knowledge of how to lead, support and coordinate a diverse team whilst striving for high performance.</li> <li>• You must also demonstrate a detailed understanding of Work Health and Safety practices including Child Protection, and be committed to operational needs, performing additional duties as requested.</li> </ul>
<b>3. Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Proven integrity, reliability and adaptability</li> <li>• A positive, proactive and compassionate attitude</li> </ul>
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>• Incumbents need to be in good physical health. They will be required to walk, lift and carry, work a flexible schedule, and must be able to move continuously during working hours.</li> </ul>
<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>• Diploma in Boarding Residential Care or equivalent qualification and/or relevant experience</li> <li>• Valid Working With Children Check in the relevant state or ability to obtain prior to employment</li> <li>• Current Senior First Aid Certificate or willingness to obtain one</li> <li>• Current Bus License for light-rigid vehicles (up to 25 seats) or willingness to obtain one.</li> </ul>
<b>Desirable Qualifications</b>	<ul style="list-style-type: none"> <li>• Mental Health First Aid Certificate.</li> <li>• Bronze Medallion (for hostels with swimming pools or regular water activities)</li> </ul>

## Requirements for employment

- be of Aboriginal and/or Torres Strait Islander descent; and
- identify as an Aboriginal and/or Torres Strait Islander; and
- be accepted by your community as being Aboriginal and/or Torres Strait Islander;
- be an Australian citizen;

Prior to engagement you will need to:

- hold (and maintain) a Working with Children Check in the relevant state;
- undergo a satisfactory National Criminal History Check; and
- meet fitness for duty requirements.

### Notes

The filling of this vacancy is intended to constitute an Affirmative Measure under subsection 8(1) of the *Racial Discrimination Act 1975*. This vacancy is only available to Aboriginal and/or Torres Strait people.

## How to apply

1. Complete the position **Application Form**. Be sure to include details for two referees.
2. Prepare your **resume** outlining your career history, skills and qualifications.
3. **Email** your **Application Form** and **resume** to [applications@ahl.gov.au](mailto:applications@ahl.gov.au)

Applications should be forwarded to [applications@ahl.gov.au](mailto:applications@ahl.gov.au) by the closing date of **24 January 2021**.

Please be sure to include your name and the position in the subject of your email.