

Role Description

Student Support Officer

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.	19081	Content Manager No.	16/429504
Work Unit	Nominated School Nominated Region Early Childhood and State Schools Division		
Location	Various locations throughout the State		
Classification	OO4 General Employees (Qld Government Departments) and Other Employees Award – State 2015 38 hour week		
Job Type	Permanent / Temporary / Full-time / Part-time Temporary period until XXXX unless otherwise determined		
Salary Range	per annum Salary is reflective of full-time employment (1.0FTE) <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		

Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, fair and safe workplaces and communities, capable people delivering our vision. 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

Your opportunity

As the Student Support Worker you will:

- Be responsible for the provision of a safe and secure environment away from home for secondary students attending the residential campus as well as monitoring the health and wellbeing of these students.
- Liaise with the students, school and parents of students on a regular basis to recognise any educational, social, emotional or behavioural problems.

The Student Support Worker reports through the Senior Student Support Worker to the Head of the Residential Campus. The Student Support Worker positions are assigned to supervise students on a roster basis, depending on actual residential enrolments. The reporting relationships reflects the shift work activities of the team which must provide residential supervision of students 24 hours a day, 7 days a week during the school year.

Your role

Responsibilities include:

- Provide around the clock pastoral care to adolescent students living away from home in a residential campus, with specific responsibilities for:
 - planning weekly and daily activity sessions for students.
 - monitoring the health and wellbeing of students under pastoral care .
 - enforcing residential rules and policies such as bedtime, departure, visitor and study.
- Monitor the behaviour of students and apply behaviour management strategies in order to assist students gain positive educational and social outcomes.



- Monitor the overall behaviour of students in order to identify if any individuals are experiencing problems and organise intervention before such problems get out of hand.
- Actively participate in team discussions to develop and implement initiatives designed to encourage a positive, caring and supportive residential environment for students.
- Actively contribute to the development and management of a safe and secure environment for secondary students residing at the campus by rigorously applying all systems and procedures.
- Assist students in the development of their social and personal skills by helping students understand their responsibilities and to develop positive relations with others.
- Contribute to student health care by administering approved treatments and by contributing to planning and development of health programs.
- Support the schooling of students by working in partnership with school staff to ensure students are prepared and punctual in their movements to and from school.

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

- This role description works in conjunction with the Candidate Information Package.
- It would be highly desirable for the incumbent to possess a current driver's licence.
- Travel and overnight absences from base may be required of this position.