

POSITION: Boarding Supervisor  
Permanent Full-time

REPORTS TO: Head of Boarding

ROLE:

- To care for up to 45 girl boarders from Year 7 – 12 (from time to time younger students may be in residence)
- To support the Head of Boarding in the running of the House. This includes caring for the girls in all aspects of their lives
- Follow academic, pastoral and recreational care procedures and systems as initiated by Head of Boarding or Principal/or nominee of the College
- Be solely responsible for security and safety of girls when on duty

APPOINTMENT:

The Boarding Supervisor is appointed by the Principal. The appointee is responsible to the Head of Boarding initially and ultimately to the Principal or her delegate.

This is a full-time live in position from Wednesday am to Monday am and will attract a salary in accordance with the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017.

It is expected that the Boarding House will run in accordance with the College Boarding Policies, Processes and Practices as published in the Staff Handbook. A summary appears in the table below.

Key Areas of Responsibility	Major Activities
Management	<ul style="list-style-type: none"> <li>- Provide daily care of girls as would be expected in a family setting and in accordance with daily procedures.</li> <li>- Ensure the smooth and safe running of the House when on duty.</li> <li>- Maintain accurate and timely Boardingware records.</li> <li>- Manage requests for leave.</li> <li>- Ensure the House is always clean and orderly (this could include taking out the rubbish on weekends).</li> <li>- Carry out all duties with discipline and respect for the girls, staff and the College.</li> <li>- Communicate in a professional and respectful manner with parents as necessary from time to time. Where possible be available for parents when on duty.</li> </ul>

	<ul style="list-style-type: none"> <li>- Keep the Principal, Deputy Principal and the Head Boarding informed of matters deemed appropriate.</li> <li>- Follow policies, procedures and practices as published in the boarding Staff Handbook and the Parent and Student Handbook.</li> <li>- Liaise with Head of Boarding regularly and ensure an accurate and detailed handover is done at the completion or beginning of shifts on Monday and Wednesdays.</li> <li>- Carry out additional tasks as requested by the Principal/Deputy Principal or Head of Boarding from time to time.</li> </ul>
Students	<ul style="list-style-type: none"> <li>- When on duty oversee the daily activities of each girl including any special needs and after hours classes.</li> <li>- Ensure every girl feels valued and known by staff.</li> <li>- Oversee medical and pastoral needs of each girl when on duty.</li> <li>- Encourage each girl to engage fully in her academic and performance pursuits.</li> <li>- Ensure all leave is considered with due diligence</li> </ul>
Staff	<ul style="list-style-type: none"> <li>- Ensure each staff member carries out their duties in accordance with her role description and is on duty according to the timetable set.</li> </ul>
Parents	<ul style="list-style-type: none"> <li>- Ensure parents feel and know that their daughter is being well cared for.</li> <li>- Ensure all communications with each parent is respectful, factual and timely.</li> </ul>
Other	<ul style="list-style-type: none"> <li>- Participate in the College's Professional Development programme.</li> <li>- Seek and participate in professional development opportunities relevant to this role. Eg ABSA</li> <li>- Valid Working With Children (WWC) number.</li> <li>- Maintain up to date First Aid in First Aid, CPR, Anaphylaxis and Asthma Management Certification accreditation.</li> <li>- Attend student performances where possible.</li> </ul>



## SELECTION CRITERIA

1. Demonstrated ability and passion for looking after secondary aged girls.
2. Ability to establish positive, supportive relationships with the girls and their families
3. Demonstrated ability to work collaboratively with staff
4. Understanding the academic and pastoral needs of girls in boarding.
5. High level of organisational skills and the ability to sustain systems including electronic management systems.
6. Ability and willingness to communicate with teenage girls within the boundaries appropriate for a boarding house.
7. Valid Working With Children (WWC) number and First Aid, CPR, Anaphylaxis, Asthma Management Certification and ABSA Certificate in Boarding (or willingness to obtain).
8. Qualifications attained through ABSA will be an advantage but not essential.

## TO APPLY

Written applications should consist of addressed selection criteria and full CV and should be directed to Maxine Kohler, Principal of The McDonald College. Applications can be submitted electronically to her Personal Assistant, Leslea Smith at [leslea.smith@mcdonald.nsw.edu.au](mailto:leslea.smith@mcdonald.nsw.edu.au)

Applications, which must include the names and telephone contact number of two professional referees, should be received by 4pm Friday 22 September 2017.