

POSITION: Residential Boarding Supervisor
Ongoing Casual

REPORTS TO: Head of Boarding

ROLE:

Resident Supervisors are required to assist with the running of the Boarding House. Accommodation (all year) and meals during term time will be provided in return for approximately 15 hours duty per week, including evenings and rostered weekends. Duties include supervision of students and office duties.

Supervisors must be aware that whilst they have scheduled times of duty, they are required to always be a presence in the house. This assists those on duty as well as ensuring a positive and interactive environment occurs at all times. Relationships and respect can only form when Boarding House Supervisors actively engage themselves in the lives of girls on a daily basis.

As Boarding House positions involve responsibility for the care of female boarders between the ages of 12 and 18, we are seeking female applicants only.

APPOINTMENT:

The Residential 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.

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
GENERAL	<ul style="list-style-type: none"> • Ensure girls are working diligently in the Library (Year 7 - 10) or at their desk with their door open (year 11 - 12) • Move from room to room (Year 11 - 12) seeing each girl at least once during Prep time • Notify the Duty Officer if a girl is not present or accounted for • Keep a daily record of what each girl is working on during Prep time & what was achieved during for each day

	<ul style="list-style-type: none"> • Ensure girls who are returning to the Boarding House late have their dinner and then get to Prep • Circulate amongst the girls who have returned late or other students that may need assistance or guidance beyond set prep time • Do weekend supervision duty to relieve Duty Officer on weekends as rostered • Be available in the case of a medical emergency to step in for supervision if needed • Report on pastoral, academic or discipline issues to the Head of Boarding • Maintain accurate and timely Boardingware records.
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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

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