

May 2019

**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 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.

As Boarding House positions involve responsibility for the care of female boarders between the ages of 11 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"> <li>• Available for supervision between Monday - Sunday</li> <li>• Scheduled duty as roster set at the beginning of each Term</li> <li>• Be available in the case of a medical emergency to step in for supervision if needed</li> <li>• Maintain accurate and timely Boardingware records.</li> </ul> |

**SELECTION CRITERIA**

1. Demonstrated ability to look 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 pastoral needs of girls in boarding
5. Valid Working With Children (WWC) number and First Aid, CPR
6. 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 must be addressed to Maxine Kohler, Principal of The McDonald College.

Applications can be submitted electronically to [Kerry.thompson@mcdonald.nsw.edu.au](mailto:Kerry.thompson@mcdonald.nsw.edu.au).

Applications, which must include the names and telephone contact number of two professional referees. Applications which do not submit a cover letter will be rejected.