

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 (Years 7 to 12), we are seeking female applicants only. This is a live-in position.

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"> • Available for supervision between Monday - Sunday • Scheduled duty as roster set at the beginning of each Term • Be available in the case of a medical emergency to step in for supervision if needed • Maintain accurate and timely Boardingware records.

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 address selection criteria in a cover letter and include full CV. Applications must be addressed to Kerry Thompson, Head of Boarding, at The McDonald College. Applications can be submitted electronically to kerry.thompson@mcdonald.nsw.edu.au.
Phone enquiries – 0426 789 891