THE McDONALD COLLEGE

December 2020

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. Please note that this is an unpaid position.

These Boarding House positions currently involve responsibility for the care of female boarders between the ages of 11 and 18 (Years 7 to 12). Should male boarders be accepted from 2021, a similar position would become available for a male Residential Boarding Supervisor.

This is a live-in position, and you will be expected to be in the Boarding House by 11pm each night and stay until at least 7am, even when not on duty. Overnight visitors are not permitted.

APPOINTMENT:

Residential Boarding Supervisors are 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	• 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 (and boys if required)
2. Ability to establish positive, supportive relationships with the boarders and their families
3. Demonstrated ability to work collaboratively with staff

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4. Understanding pastoral needs of students 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

Applications should address selection criteria in a cover letter and include a full CV. Applications should be submitted electronically to Rebecca.Rogers@mcdonald.nsw.edu.au. Phone enquiries can be made to 0459 882 867. Closing date is **Friday 8 January 2020** (5pm).