MACQUARIE
ANGLICAN GRAMMAR SCHOOL

Position Description

Senior Supervisor - Boarding

Group: Boarding
Supervisor: Head of Boarding
Date of Review: October 2027
Level: 3

About Macquarie

Established in 2001, Macquarie is a thriving Prep to Year 12 Day and Boarding Co-Educational School with a current total student population of approximately 735 including a Boarding population of approximately 40 students. As one of 18 schools within the Sydney Anglican Schools Corporation, we create a Christian educational environment that integrates faith, learning, and service, guided by the principles and values of the Anglican Church.

Our mission is to develop resilient young people who make a difference through a high-quality, affordable, Christ-centred education. Our values encompass Faith, Community, Character, and Excellence, and we value our shared Christian faith, a culture of lifelong learning, an inclusive and respectful community, and our deep connection to the Central West.

Macquarie staff are our greatest asset, with high-quality teaching and stable staffing in our school. We prioritise investment in their professional development and well-being. Through regular reflection and evaluation, we build capacity in future leaders, supporting staff in their career growth.

We have high expectations around our learning culture, behaviour, and attendance. A growth mindset, and openness to new experiences are the norm. We encourage students to strive to be their best selves, every day. We recognise and celebrate their achievements. Students proudly wear uniforms and expectations around behaviour are clear.

Macquarie boasts a rich co-curricular offering in the domains of Sports, Arts, Academics, Livestock and Service. Our Outdoor Education program is outstanding, with students in Years 3 to 12 participating in annual experiences in the great outdoors that challenge them and allow them to experience God's world beyond Dubbo.

Teaching and Learning

At Macquarie, Teaching and Learning is designed to cultivate students' independence as learners, fostering habits that enhance their engagement and equipping them with strategies to become more effective learners. Our goal is for teachers in every classroom to impart subject-specific content and nurture lifelong learners' habits and character traits. Through this approach, students at Macquarie will develop a 'Learning Mind.'

The framework is inspired by Guy Claxton's Building Learning Power Approach, rooted in science and research. It emphasises the development of four key learning dispositions, known as the four R's: Resilient, Resourceful, Relational, and Reflective. Each disposition is further divided into specific 'learning muscles' that can be strengthened through targeted teaching and learning activities.

Key Principles



Encourages Continuous Improvement: Both teachers and students are motivated to become better learners.

Embraces Challenges: Students learn to tackle challenges without the fear of failure.

Structured Learning: Learning is broken into manageable chunks to facilitate understanding.

Builds Confidence: Students gain confidence in their learning abilities.

Integrated Approach: The framework is embedded in all aspects of learning.

Develop Lifelong Skills: Students acquire skills that will benefit them throughout their lives.

Common Language of Learning: Provides a shared vocabulary for students to comprehend and discuss the learning process.

Role Summary

The Senior Supervisor [Boarding] plays a pivotal role in the operation of the Macquarie Boarding community, supporting the Head of Boarding in the delivery of high-quality pastoral care, student wellbeing, supervision and administration.

The Senior Supervisor is responsible for maintaining a safe, caring and structured boarding environment that enables students to flourish socially, emotionally, spiritually and academically. The position provides leadership during rostered shifts, coordinates key boarding administration processes, supervises students during weekdays and weekends, and participates in an overnight on-call roster.

As a senior member of the Boarding team, the Senior Supervisor leads by example, supports the development of positive student behaviour, and contributes to the effective day-to-day operation of the Boarding House.

Key Roles and Responsibilities

Student Wellbeing and Supervision

- Foster a welcoming, safe and supportive boarding environment.
- Develop positive relationships with boarding students and their families.
- Provide appropriate pastoral care and support for students.
- Encourage high standards of behaviour, personal responsibility and respect.
- Monitor student wellbeing and communicate concerns to the Head of Boarding.
- Support students' spiritual growth and actively contribute to the Christian ethos of the School.
- Respond appropriately to student concerns, incidents and welfare matters.
- Comply with all Child Protection legislation.
- Supervise boarding students during rostered weekday, evening and weekend shifts.
- Ensure boarding routines, expectations and procedures are consistently implemented.
- Maintain appropriate standards of dress, conduct and presentation within the Boarding House.

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Boarding Administration

- Oversee the day-to-day administration of the Boarding House during rostered shifts.
- Maintain accurate student records, leave requests, attendance records and incident reports.
- Manage boarding communications with families as directed by the Head of Boarding.
- Assist with the coordination of student travel arrangements and leave requests.
- Liaise with the school nurse regarding any student medical matters.
- Assist with the preparation of rosters, risk assessments and activity documentation.
- Support enrolment and orientation processes for new boarding students.
- Respond to enquiries from parents, guardians and visitors in a professional manner.

Leadership and Operational Support

- Act as the senior staff member on duty when rostered.
- Support and mentor Boarding Assistants as required.
- Ensure boarding policies and procedures are regularly reviewed, updated and effectively communicated to staff and students.
- Identify operational issues and work proactively to implement solutions.

- Report incidents, concerns and matters of significance to the Head of Boarding.
- Assist with and attend any major boarding events, excursions and community activities.
- Contribute to the continuous improvement of boarding programs and practices.
- Support emergency management and evacuation procedures.

Overnight and Weekend Responsibilities

- Participate in a rostered overnight on-call program.
- Respond to overnight emergencies, student wellbeing concerns and boarding incidents.
- Ensure boarding facilities are secure, locked and alarmed as required.

Professional Responsibilities

- Actively support the mission and values of Macquarie Anglican Grammar School.
- Demonstrate a personal commitment to Christian faith and service.
- Maintain strict confidentiality regarding students, families and staff.
- Attend professional learning and staff development opportunities.
- Adhere to School policies, procedures and codes of conduct.
- Comply with Child Protection and Work Health and Safety requirements.
- Complete any other reasonable duties as directed by the Principal or delegate.

Skills, Knowledge and Experience

Qualifications / Licences / Certifications

- Qualification in Boarding Duty of Care or similar (or willingness to obtain).
- Bus License – MR (or willingness to obtain).

Essential

- Experience working in a boarding environment, residential care or youth-focused setting.
- Demonstrated ability to build positive relationships with young people.
- Excellent interpersonal and communication skills.
- Strong administration and organisational skills.
- Ability to remain calm and exercise sound judgement in challenging situations.
- Ability to work collaboratively within a team environment.
- Commitment to student wellbeing and pastoral care.
- Active support of the Christian ethos and values of the School.
- Current First Aid Certificate.
- Current CPR Certificate.
- Current NSW Working with Children Check.

Desirable

- Experience leading or supervising staff.
- Training or qualifications in youth work, education, wellbeing or residential care.
- Experience managing student wellbeing systems and records.

Key Relationships

Reports to: Head of Boarding

Works closely with:

- Boarding Assistants
- Teaching Staff
- Wellbeing Team
- Students and Families
- School Leadership Team

Child Safety

Macquarie Anglican Grammar School is committed to Child Safety and complies with the requirements of the Child Protection (Working with Children) Act 2012. All employees are required to comply with applicable Child Protection legislation and are responsible for ensuring that the School's Child Safe policies, procedures and programs are at the forefront of all that we do.

All staff have a responsibility to report risk of harm concerns about children and young people, within their roles, and to provide support to children and young people.

All staff are required to satisfy child protection screening and adhere to the School's Child Safe Policy and Code of Conduct.

Work Health and Safety

Macquarie Anglican Grammar School is committed to Work, Health and Safety, aligning to the Work, Health and Safety Act 2011. All employees have a duty of care and a responsibility to ensure that they and other people are safe in the workplace.

Employees must:

- Take reasonable care for their own health and safety.
- Take reasonable care for the health and safety of others.
- Comply with any reasonable instructions, policies and procedures given by their employer.

How to Apply

To apply, please submit:
1.Your CV
2.A completed application for Support Staff Application for Employment (https://www.mags.nsw.edu.au/assets/Downloads/application-for-employment-support-_-operational-staff.pdf)
3.A cover letter addressing the Position Description above
Please submit all documentation to employment@mags.nsw.edu.au. Any questions may also be directed to this email. Applications close 16 November 2026.