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# BOARDING HOUSE DUTY MISTRESS

## INFORMATION FOR CANDIDATES

<b>POSITION TITLE:</b>	Duty Mistress
<b>CLASSIFICATION:</b>	Part-time (approx. 15 hour per week during the term, additional hours may be available)
<b>COMMENCEMENT:</b>	Ongoing

## ABOUT PRESBYTERIAN LADIES' COLLEGE, ARMIDALE

Presbyterian Ladies' College Armidale (PLC) is an independent girls' school with a long and rich history of providing girls education since 1887. The College is the only all-girls' day and boarding school in NSW north of Sydney to the Queensland border offering education from Pre-Kindergarten to Year 12. PLC Armidale has a strong reputation for academic excellence, an exceptional creative and performing arts program, strength in sport, leadership and challenge experiences, each providing opportunities for girls from a range of diverse backgrounds to excel.

## **REPORTING RESPONSIBILITY**

The successful applicant will be responsible to the Head of Boarding, the House Mothers and ultimately to the Principal.

## **GENERAL RESPONSIBILITIES**

Residential Duty Mistresses are required to assist in the supervision of the boarders in those hours outside normal College hours. Duty Mistresses play an important part in the lives of boarders and in the smooth functioning of the boarding houses, therefore, they must be reliable, with high values and have an interest in the welfare of youth.

## **SPECIFIC RESPONSIBILITIES**

- Duty Mistresses are expected to work approximately 15 hours per week during term time (additional hours may be available if requested).
- The roster is fortnightly and may be changed from time to time by the Head of Boarding when the need arises. The College will cooperate with tertiary requirements such as lectures and practicals where applicable.
- Duty Mistresses are required to be in residence on the Sunday afternoon prior to the commencement of each term and to the midday of the day following the end of term. There is to be no variation on this without the consent of the Head of Boarding.
- No Duty staff may exchange duties without the consent of the Head of Boarding, who must be notified well in advance of the anticipated change. Requests for changes to the duty roster will only be considered if they are made in writing to the Head of Boarding. Consideration will only be for changes relating to special occasions such as Graduation, a wedding, an engagement, changed lecture etc., not for general parties.
- In the case of illness, the Head of Boarding must be informed if a Duty Mistress is unable to perform her duties. In this situation and on other occasions Duty Mistresses will be required to assist at very short notice.
- Staff are expected to support the religious ethos of the College and when on duty will be asked to accompany the girls to Church on Sundays.
- Staff are expected to be a role model to the students and follow the Staff Code of Conduct and must be professional at all times.
- Duty Mistresses are expected to treat boarders with warmth and

kindness, but to take care in dealing with them and do not form close friendships with them. Should this happen you may be asked to leave.

- Duty is to be active. Move from dormitory to dormitory, talk to the students in the common room, help with homework and play games with the younger students.

## **HOW TO APPLY**

Suitable applicants should apply by submitting an application which clearly provides detail about each of the following:

### **Candidate's Statement**

A brief Statement of Application (no more than one page) outlining what the candidate feels he/she brings to the position, and he/she would expect to accomplish in the role.

### **Curriculum Vitae**

Candidate CVs should include the following: -

1. Previous positions held, including start/finish dates, title, responsibilities and key achievements
2. Provide the contact information for two referees.

### **Support and Operational Staff Employment Application Form**

(Downloaded from [Careers page](#) on the PLC Armidale website).