



Position Description

Position Title	Director of Boarding
Department	Boarding
Reports to	Deputy Head of College
Direct Reports	Assistant Director of Boarding Heads of Boarding Houses (x4) Senior & Junior Residents
Purpose and Objectives	St Peters Lutheran College is the pre-eminent coeducational day and boarding school in Brisbane. The Director of Boarding is responsible for the leadership and management of all facets of the College's Boarding Program and Community. The Director of Boarding is responsible and accountable to the Head of College through the Deputy Head of College for the strategic and day-to-day leadership and operation of Boarding, keeping them fully informed of Boarding matters. The purpose of this role is to: • Provide leadership for a strong, unified, dynamic Boarding community. • Ensure the efficient and compliant operation of the Boarding program • Build and foster positive and effective relationships among Boarding staff, students and parents through clearly communicated expectations that are in line with the College's Christian ethos and strategic intent. • Support Boarding students (and their parents) as they undertake their Boarding journey through the College. • Instruct, equip, mentor and manage the Boarding staff to ensure the safety and wellbeing of Boarders. • Provide Leadership to Staff in the care and management of students. • Review and implement policies and procedures which enable consistent, effective and efficient administration of Boarding. • Oversee all aspects of the Boarding employee lifecycle, including staff recruitment and appointments, new staff induction, staff development, staff supervision, staff appraisal, performance review and staff leave, as it pertains to Boarding staff. • Assist the integration of the Boarding community into the Day School • Promote the Boarding program to the current and future College community • Lead the Boarding programs contribution to the College achieving its vision, mission and strategic intent. • Provide leadership in pastoral care and discipline to the Boarding community



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Key Accountabilities	Specifically, the Director of Boarding will: 1. Strategic Leadership - Lead and manage the strategic objectives related to the Boarding aligned to the College's Strategic Intent. 2. Staff Leadership - Maintain an active and visible presence in the Boarding community. - Create a work environment that creates a strong sense of team. - Lead the appointment of new staff for Boarding. - With the Assistant Director of Boarding provide pastoral care and support for Boarding staff. - Identify professional development opportunities for Boarding staff as they seek to grow their careers. - Provide Boarding staff with effective and regular feedback on their performance and conduct, providing mentoring and coaching as appropriate. - Manage the performance and development of direct reports, including role modelling, feedback, coaching and mentoring, to empower team and build knowledge and capability that enables effective performance. 3. Administrative & Resource Leadership - Align Boarding with the National Boarding Standards and NSSAB requirements. - Provide effective operational leadership to ensure the safe and effective administration of Boarding. This includes the overall planning, implementation, and review of routine and incidental activities and operations including but not limited to – Boarder Leave, Boarder Travel Arrangements, End of Year Rites of Passage, Parent and Information Evenings, Boarding Staff Meetings, Excursions, Camps and other Boarding specific activities. - Oversee the development, review and implementation of risk assessments of all Boarding events and activities and the promotion of a positive safety culture in Boarding. - Conduct enrolment interviews for families wishing to enrol their child/children in Boarding. - Ensure student records are kept and updated in a timely and accurate manner. - Oversee attendance records and absentee follow-up for students in Boarding. - Responsible for the quality assurance environment by way of policy development, policy review and policy documentation in Boarding. - Facilitate the development and production of a current Boarding Staff Handbook, Boarder Parent and Boarder Student Handbooks. - Work with the Deputy Head of College to construct the Boarding calendar, including its relationship with the day school. - Oversee the preparation and maintenance of the Boarding staff roster.
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	• Oversee the Boarding student awards system, including the organisation of a presentation evening for the Boarding community. • Manage the annual budget for Boarding maintaining expenditure accountability processes, and submit annual budget requests for Boarding in accordance with the relevant guidelines. • Oversee Boarding areas and buildings safety, cleanliness, tidiness and maintenance and work collaboratively with Housekeeping Manager and Director of Facilities and Services to maintain high standards. • Develop and maintain a strong partnership with the Food Services Manager, ensuring regular communication and collaboration to provide healthy, balanced, and culturally appropriate meals that support the wellbeing of all boarders. • Develop and sustain an effective and efficient Operational Schedule for Boarding. 4. Student Development, Well-being & Pastoral Care Leadership • Ensure the safeguarding of Boarders by applying the School's Child Protection Policy and Procedures. • Foster an environment where each child in Boarding has a sense of belonging and can realise their potential. • Promote high expectations for all members of the Boarding community by maintaining high standards of Boarding student dress, appearance, behaviour, and attendance. • Monitor the academic progress, wellbeing and pastoral needs of Boarding students. • Oversee the academic performance of Boarders and work with students and staff regarding improvement plans and opportunities to enhance learning outcomes. • In liaison with the Deputy Head of College and Heads of Sub School responsibility for the planning, implementation and regular review of a consistent Behaviour Management Policy for Boarding, including Restorative Practices and Respectful Relationships. • Oversee the work of the Assistant Director of Boarding and Boarding House Leaders to support the Boarding House staff with respect to rostering, supervision, student programs and activities, and student behaviour management. • Oversee the work of the Boarding House Leaders to support the Boarding House staff with respect to supervision, student programs and activities, and student behaviour management. • In liaison with the Deputy Head of College and the Assistant Director of Boarding, responsibility for the planning, implementation and regular review of a wellbeing program for Boarding. • Support Boarding House Leaders as required with students of concern and their ongoing welfare requirements.
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	- Oversee the management of all student discipline matters, liaising with Senior Leadership, Year Level Coordinators, and School Counsellors as necessary on these matters. - Oversee the selection and development of the Student Leaders in Boarding. - Meet regularly with Boarding Student Leaders and encourage and direct them in their leadership roles. - Liaise on a regular basis with the Health Centre regarding the provision of health services to Boarders. 5. Community Engagement Leadership - Promote to parents their engagement as valued partners in the educational journey of Boarding students. - Address parent concerns and issues effectively and in a timely manner. - Represent the College at functions, events and activities where members of the Boarding community are involved. - Actively represent and promote Boarding and the College in the broader community and build positive connections with key stakeholders. - Actively promote the growth in enrolments in Boarding through public relations events and other Boarding activities. - Maintain a proactive and positive approach to communication with students, staff, parents and the community. - Work with the Head of College and the Director of Community Engagement for the effective and appropriate marketing of Boarding at the College. 6. Other - Actively model, promote and support the Christian Ethos of the College. - Liaise with the Chaplains to deliver a vibrant Boarder Chapel program. - Support, communicate and implement whole of College values, aims, policies, objectives and practices. - Keep abreast of current trends likely to impact on Boarding. - Participate in professional associations beyond the College. - Other duties as the Head of College or their delegate may reasonably require from time to time.
Workplace, Health & Safety	- The Director of Boarding is accountable for the day-to-day control of their respective area of operations with regard to Workplace Health and Safety. - In addition to the mandatory duties and obligations imposed by the statutory requirements, the Director of Boarding must be familiar with the Work Health and Safety Act 2011 and the policies and procedures associated therewith. - The Director of Boarding must ensure that no employee is required to undertake a task without adequate safety instructions and job specific training, reporting all hazards and incidents to the People and Culture Department.



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	Remain informed about the Emergency Review procedures and apply these as necessary to the Boarding community.
Key Relationships	Internal: Head of College, Deputy Head of College, Senior and Corporate Leadership teams, Year Level Coordinators; School Counsellors, Chaplain, Health Centre Staff, Heads of Department, Health & Safety Consultation Group, Boarding Staff, Students External: Boarding Families, Health and Wellbeing Professionals, Indigenous and Cultural Liaison Groups
Committee Membership	Corporate Leadership Team
Selection Criteria	These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. Experience and qualifications SC1: Qualifications in education, with post graduate qualifications in education and/or leadership being highly regarded. SC2: Registration as a Teacher in Queensland, or ability to obtain Registration in Queensland. SC3: Experience in a Boarding School setting. SC4: ABSA Duty of Care Level 3 Accreditation or willingness to complete. SC5: ABSA Accredited Boarding Practitioner Level 3 or Level 4 or willingness to complete. Knowledge, skills and capabilities SC6: Commitment to Holistic Student Development: A passionate and student-centred educator who demonstrates a deep commitment to the holistic development of Boarding students—academically, socially, emotionally, and spiritually, with proven ability to foster a nurturing and inclusive environment that supports personal growth, resilience, and wellbeing. SC7: Leadership Experience in Boarding or School Contexts: Extensive experience in a leadership role within a Boarding environment or broader school setting, demonstrated capacity to lead with vision and integrity, manage complex pastoral and operational responsibilities, and contribute meaningfully to the strategic direction of the school. SC8: Team Building and Leadership: Proven ability to build, lead, and inspire cohesive teams of staff and students, and demonstrated capability in mentoring, performance development, and cultivating a collaborative culture that promotes accountability, professional growth, and student leadership. SC9: Collaborative and Collegial Approach: Demonstrated ability to work effectively and respectfully with colleagues, families, and external stakeholders, strong interpersonal and communication skills, and a collaborative mindset that supports shared decision-making and fosters positive relationships across the school community.



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	SC10: Expertise in Student Care and Wellbeing: Highly developed skills in student care, wellbeing, and pastoral support, experience implementing proactive wellbeing programs, managing critical incidents, and supporting students through challenges with empathy, discretion, and professionalism. SC11: Organisational and Operational Management: Exceptional organisational and administrative capabilities, including the ability to manage Boarding operations, rosters, compliance, and logistics efficiently, demonstrated experience in strategic planning, risk management, and continuous improvement within a residential or educational setting. Personal capabilities SC12: Demonstrated ability to exemplify care, dignity, and respect, delivered through high personal accountability for professional workplace conduct. SC13: Demonstrated commitment to reach their own potential (Plus Ultra) and in manner that aligns with the College's strategic and operational objectives and values. Christian Ethos SC14: An understanding of, respect and demonstrable support for the College's Christian ethos.
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Job Details	
Position Status	Permanent Full Time
Hours of Duty	76 hours per fortnight
Classification	School Officer Level 7 or Teacher (classification dependent on qualifications)
Annual salary	To be negotiated. Terms and Conditions: Please refer to the Employment Contract, which may or may not include reference to the <i>Queensland Lutheran Schools Single Enterprise Agreement 2024</i> .
Superannuation	12.75% employer contribution
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOOROOPIILLY QLD 4068 Occasional travel to St Peters Lutheran College Springfield and Ironbark Outdoor Education Centre is required as part of this role.



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Professional Behaviours	Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards. All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.
Child Protection	All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace. Employees must understand and adhere to the College's Child Protection Policy and Procedures.
Health & Safety	All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions. Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.
Policies & Procedures	Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or Queensland Lutheran Schools Single Enterprise Agreement and take the responsibility to maintain currency with these.
Compliance Requirements	Right to work in Australia Current Blue Card and/or Queensland College of Teachers Registration. Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance. Timely completion of mandatory training requirements and training relevant to their role.



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Other relevant information	The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance. St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights. The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities. The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.
Further Information	Further information about St Peters can be found at www.stpeters.qld.edu.au

20 October 2025