



## Position Description

<b>Position Title</b>	<b>Boarding House Leader</b>
<b>Department</b>	Boarding
<b>Reports to</b>	Director of Boarding
<b>Direct Reports</b>	Residential Staff (Senior/Junior), Boarding House Leaders (as applicable), Tutoring Staff
<b>Purpose and Objectives</b>	<p>St Peters Lutheran College is the pre-eminent coeducational day and boarding school in Brisbane.</p> <p>The Boarding House Leader provides human, pastoral, operational and administrative leadership within the Boarding community, supporting the Director of Boarding in the effective management of the Boarding program while holding direct leadership responsibility for a designated boarding house/s.</p> <p>The role develops a friendly, supportive residential culture that recognises the worth of each student, creates a sense of belonging, and delivers exemplary care to support boarders' physical, emotional, spiritual, academic and social wellbeing within the College ethos.</p> <p>The role is central to ensuring consistent implementation of Boarding policies and procedures, effective staffing and rosters, strong family partnerships, sound operational planning, and safe, engaging residential experiences for all boarders.</p>
<b>Key Accountabilities</b>	<p><b>Student Wellbeing, Pastoral Care &amp; Residential Program</b></p> <ul style="list-style-type: none"> <li>• Provide exemplary care to facilitate physical, emotional, spiritual, academic and social wellbeing of boarders.</li> <li>• Lead and contribute to a successful residential program including academic, pastoral, service, leadership and cultural dimensions.</li> <li>• Build strong relationships with boarders, know students well, meet with them regularly, and provide consistent support and guidance.</li> <li>• Support and develop boarder leadership and service across the house and broader boarding community.</li> <li>• Respond appropriately to boarders' developmental stages, supporting autonomy, decision-making and time management.</li> <li>• Participate in duty rosters including weekday duties, weekend rotations and on-call loco parentis responsibilities during term time.</li> </ul> <p><b>House Leadership and Day-to-Day Residential Operations</b></p> <ul style="list-style-type: none"> <li>• Lead the day-to-day operations and administration of the designated boarding house/s.</li> <li>• Manage student leave and holiday arrangements and ensure accurate residential/student record-keeping.</li> <li>• Coordinate and budget for boarding activities and events and support oversight of boarding assets and resources.</li> <li>• Ensure consistent supervision practices aligned to policy and risk management requirements.</li> <li>• Provide timely escalation and reporting of issues impacting student welfare, safety and operations.</li> </ul>



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### **Staff Leadership, Rostering, Culture & Capability**

- Oversee residential staff duties with appropriate delegations to ensure high-quality care and operational effectiveness.
- Develop and manage staff rosters and schedules for the house and/or broader boarding operations as delegated.
- Promote and maintain positive morale and a cooperative team approach through clear, regular communication.
- Support recruitment/appointments and contribute to employee lifecycle processes in Boarding as required.
- Facilitate regular feedback, identify and de-escalate conflicts, align purposes and implement practical solutions.
- Support professional development for boarding staff (including mandatory and role-relevant training).
- Ensure staff understand and apply Boarding policies and procedures consistently and effectively.
- Maintain confidentiality and professionalism in all aspects of staff leadership and student information.

### **Tutor Program Leadership (Academic Support Structure)**

- Liaise with Assistant Director of Boarding for the residential student tutor program, including employment (where delegated), performance feedback and day-to-day coordination.
- Liaise with Residential Staff to align tutoring with boarder learning needs and academic routines.

### **Family Partnership & Communication**

- Establish and maintain strong, respectful working relationships with boarding families.
- Demonstrate empathy for parents of adolescents living away from home and maintain a reputation of excellence in family support.
- Communicate promptly and professionally with parents regarding student wellbeing, progress and operational matters as appropriate.
- Respond promptly to requests from boarding parents and ensure follow-through and documentation where required.

### **Cross-College Collaboration (Whole School Alignment)**

- Work in partnership with Heads of Sub School, Year Level Coordinators, Teachers and relevant day school support staff to meet individual boarders' needs.
- Contribute to coordinated case-management approaches for students requiring additional support.
- Attend and contribute to Residential Student meetings, Residential Staff meetings, Boarding Management meetings and Boarder Parent Support meetings.

### **Facilities, Resources, Safety & Standards**

- Support oversight of maintenance matters and liaise with Facilities/Services for maintenance, cleaning and laundry issues.
- Ensure residential facilities are presentable, safe and hygienic and meet required standards.
- Support safe operations through risk awareness, timely reporting and compliance with WHS expectations.



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	<p><b>Policy, Compliance, Risk &amp; Governance</b></p> <ul style="list-style-type: none"> <li>• Consistently implement College and Boarding policies and procedures to enable safe, effective and consistent boarding practice.</li> <li>• Ensure staff apply practices aligned to boarder care, supervision and risk management processes.</li> <li>• Maintain current knowledge of duty of care and the legislation/regulations relevant to boarding operations (e.g., WHS, Child Protection, Privacy, Employment and other applicable obligations).</li> <li>• Complete required administrative processes and maintain accurate records (including residential records and any relevant tenancy/FBT/facilities documentation where applicable).</li> </ul> <p><b>Marketing, Promotion &amp; Community Engagement</b></p> <ul style="list-style-type: none"> <li>• Promote Boarding at St Peters and act as an ambassador within and outside the College.</li> <li>• Participate in regional visits, field days and other promotional activities as required.</li> <li>• Engage in boarding-related professional networks and community forums relevant to the role.</li> </ul> <p><b>Professional Practice and Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>• Maintain current knowledge of educational trends and pastoral care development concerning adolescents living away from home.</li> <li>• Engage in relevant professional memberships, conferences and school visits as required.</li> <li>• Provide advice to the Director of Boarding regarding the progress and development of Boarding and on boarding issues in general.</li> </ul> <p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• Undertake other duties as reasonably required by the Head of College, Deputy Head of College or Director of Boarding.</li> </ul>
<p><b>Key Relationships</b></p>	<p><b>Internal:</b> Director of Boarding, Residential Staff (Senior/Junior), Tutoring staff (employment/oversight and daily program management), Heads of Sub School, Year Level Coordinators, Teachers and day school support staff, Wellbeing stakeholders (e.g., Nurses, Counsellors, Chaplains), and College operations teams (e.g., Facilities, Food Services and Housekeeping).</p> <p><b>External:</b> Parents and Guardians, External Medical and Health Providers, Emergency Services</p>
<p><b>Selection Criteria</b></p>	<p>The selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</p> <p><b>SC1: Demonstrated capacity to lead with a strong foundation of faith</b></p> <ul style="list-style-type: none"> <li>• Evidence of integrating faith-based values into daily practice, decision-making and community culture, fostering an environment consistent with the organisation's mission and ethos.</li> </ul>



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	<p><b>SC2: Proven ability to lead within an educational setting with strategic vision</b></p> <ul style="list-style-type: none"> <li>• Experience developing and executing strategic plans, driving continuous improvement initiatives, and contributing to long-term educational and organisational goals.</li> </ul> <p><b>SC3: Demonstrated success in operational, administrative, and legislative compliance</b></p> <ul style="list-style-type: none"> <li>• Strong capability in managing complex administrative systems, ensuring regulatory compliance, and maintaining effective operational processes in a school or residential environment.</li> </ul> <p><b>SC4: Capability to lead student wellbeing and communication initiatives</b></p> <ul style="list-style-type: none"> <li>• Proven experience fostering a supportive residential or school culture, with highly developed communication skills and an ability to respond proactively to student needs.</li> </ul> <p><b>SC5: Experience designing and implementing proactive wellbeing programs</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to create, coordinate, and evaluate wellbeing initiatives that enhance student safety, engagement, and personal development.</li> </ul> <p><b>SC6: Demonstrated experience within a boarding school or residential college context</b></p> <ul style="list-style-type: none"> <li>• Substantial experience working in boarding environments, with sound understanding of residential operations, duty of care, and community-building in a living-learning setting.</li> </ul> <p><b>SC7: Personal capabilities</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to exemplify care, dignity, and respect, delivered through high personal accountability for professional workplace conduct.</li> <li>• Demonstrated commitment to reach their own potential (Plus Ultra) and in manner that aligns with the College's strategic and operational objectives and values.</li> </ul> <p><b>SC8: Christian Ethos</b></p> <ul style="list-style-type: none"> <li>• An understanding of, respect and demonstrable support for the College's Christian ethos.</li> </ul>
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Job Details	
<b>Position Status</b>	Permanent / Full Time
<b>Hours of Duty</b>	<p>38 hours per week</p> <p>Term time position, 41 school calendar weeks per year</p> <p>Hours of work and roster to be determined by the College in accordance with Schedule 14, Clause 9 – Hours of Work and Clause 10 – Rostering of the <i>Queensland Lutheran Schools Single Enterprise Agreement 2024</i>.</p> <p><i>* Given the nature of this role in a residential community, there are ongoing out-of-hours requirements. The position is a lifestyle choice and a job; interested people (and, where applicable, their families) must understand and accept this role component.</i></p>



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<b>Classification</b>	<p>The classification for this position is dependent on the qualifications held by the individual:</p> <p><b>Non-teaching qualifications:</b> Classified as a House Parent in accordance with <i>Schedule 14 – Boarding Schools Supervision Staff of the Queensland Lutheran Schools Single Enterprise Agreement 2024</i>.</p> <p><b>Teaching qualifications:</b> Classified as a Teacher in accordance with <i>Schedule 6 – Schools and College Working Arrangements for Teachers: St Peters Lutheran College Site Variation of the Queensland Lutheran Schools Single Enterprise Agreement 2024</i>, with the specific level determined by the individual's recognised years of teaching experience.</p> <p>All classifications and associated remuneration will be applied in accordance with Schedule 2 – Wages of the <i>Queensland Lutheran Schools Single Enterprise Agreement 2024</i>.</p>
<b>Annual Salary</b>	<p>The annual salary for this position will be determined in accordance with the individual's classification, reflecting their qualifications and experience, and falls within the range of \$74,051.00 to \$131,002.00 per annum, plus 12.75% superannuation.</p> <p><b>Terms and Conditions</b> – Please refer to the Employment Contract, which may or may not include reference to the <a href="#">Queensland Lutheran Schools Single Enterprise Agreement 2024</a>.</p>
<b>Boarding &amp; Lodging</b>	<p>This position includes the provision of boarding and lodging as per Clause 6.3 of Schedule 14 of the <i>Queensland Lutheran Schools Single Enterprise Agreement 2024</i>.</p>
<b>Superannuation</b>	<p>12.75% employer contribution from 1 July 2025</p>
<b>Location</b>	<p>St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOOROOPIILLY QLD 4068</p>
<b>Professional Behaviours</b>	<p>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.</p> <p>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.</p>
<b>Child Protection</b>	<p>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.</p> <p>Employees must understand and adhere to the College's Child Protection Policy and Procedures.</p>
<b>Health &amp; Safety</b>	<p>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</p>



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	<p>policies, guidelines, and directions.</p> <p>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.</p>
<b>Policies &amp; Procedures</b>	<p>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 <i>Queensland Lutheran Schools Single Enterprise Agreement 2024</i> and take the responsibility to maintain currency with these.</p>
<b>Compliance Requirements</b>	<p>Right to work in Australia</p> <p>Current Blue Card and/or Queensland College of Teachers Registration.</p> <p>Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.</p> <p>Timely completion of mandatory training requirements and training relevant to their role (eg. ABSA training, Child Protection and First Aid).</p> <p>Current First Aid qualification including CPR is advantageous</p>
<b>Other Relevant Information</b>	<p>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.</p> <p>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.</p> <p>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.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>
<b>Further Information</b>	<p>Further information about St Peters can be found at <a href="http://www.stpeters.qld.edu.au">www.stpeters.qld.edu.au</a></p>