



Position Description

Position Title	Boarding Tutor
Department	Boarding
Reports to	Assistant Director of Boarding
Purpose and Objectives	<p>The Boarding Tutor's duties and responsibilities are, but not limited to:</p> <ul style="list-style-type: none"> • Provide academic support to students in Years 7-12. • Assist students' planning and managing of study and assessment deadlines. • Provide instruction and scaffolding in the development of research, investigative and analytic skills • Keep boarding staff informed of student's progress. • Email boarding staff if teachers need to be notified regarding a student struggling or needing extra help. • Be a positive role model for all members of the SPLC boarding community based on the school's Christian ethos. <p>You will uphold the College's standards of performance and integrity, foster a positive workplace culture, and build respectful partnerships with colleagues and stakeholders. Success in this role requires reliability, attention to detail, and a commitment to delivering exceptional service that supports the broader College operations.</p>
Key Accountabilities	<p>Academic Support</p> <ul style="list-style-type: none"> • Facilitate structured supervised study sessions for junior boarders. • Provide guidance with homework, assessment preparation and study skills. • Assist students to clarify task requirements and access appropriate academic resources. <p>Student Wellbeing and Pastoral Support</p> <ul style="list-style-type: none"> • Develop positive, respectful relationships with boarders that promote belonging and confidence. • Identify students experiencing academic or transition challenges and communicate with staff. • Promote inclusive participation and respectful peer interactions. <p>Communication and Reporting</p> <ul style="list-style-type: none"> • Communicate regularly with boarding staff regarding student progress, engagement and concerns. • Escalate academic, behavioural or wellbeing concerns promptly through appropriate channels. • Collaborate with boarding and academic staff to support coordinated student intervention strategies. <p>Boarding Operations</p> <ul style="list-style-type: none"> • Establish and maintain a calm, orderly and productive study environment. • Support consistent behavioural expectations during study sessions.



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	<ul style="list-style-type: none">• Participate in boarding briefings and training as required.• Undertake additional duties consistent with the scope of the role as directed. <p>Safety and Duty of Care</p> <ul style="list-style-type: none">• Actively supervise students during study sessions.• Maintain vigilance regarding student safety and wellbeing.• Follow all College health, safety and child protection policies and procedures.• Report hazards, incidents or concerns in accordance with College protocols. <p>General Responsibilities</p> <ul style="list-style-type: none">• Demonstrate professionalism, reliability and integrity.• Work collaboratively as part of the boarding team.• Model respectful communication and positive relationships.• Support a culture of inclusion, belonging and safety.• Uphold the College's values and Christian ethos.• Maintain currency with relevant College policies and procedures.
<p>Selection Criteria</p>	<p>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</p> <p>SC1 Qualifications/Experience</p> <ul style="list-style-type: none">• Experience supporting adolescent learning, tutoring or educational support (desirable). <p>SC2 – Technical Skills</p> <ul style="list-style-type: none">• Ability to support literacy, numeracy and general study skills. <p>SC3 – Communication and Interpersonal Skills</p> <ul style="list-style-type: none">• Ability to build positive relationships with students.• Effective collaboration with staff and stakeholders, clear written and verbal communication skills. <p>SC4 - Physical Capacity</p> <ul style="list-style-type: none">• Capacity to perform the inherent duties of the role, including active supervision and occasional manual handling tasks. <p>SC5 – Personal capabilities</p> <ul style="list-style-type: none">• Reliability and strong attendance.• Initiative and proactive approach to student support.• Flexibility within a dynamic boarding environment. <p>SC6 – Christian Ethos</p> <ul style="list-style-type: none">• An understanding of, and willingness to support, the Christian ethos and values of the College.



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Position Status	Casual
Classification	School Officer - Level 1
Annual Salary	\$38.7990 - \$40.5230 (gross) per hour. Terms and Conditions – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement 2024 .
Superannuation	12.75% employer contribution from 1 July 2025
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOOROOPIILLY QLD 4068
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. If in a leadership position, additional accountability for operational management of safe work practices in their area. Includes 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	<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>
Further Information	<p>Further information about St Peters can be found at www.stpeters.qld.edu.au</p>

27 February 2026