



St Ursula's College, Yeppoon

HEAD OF RESIDENCE

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From the Principal

St Ursula's College offers an education for young women of the future based on gospel values and Nano Nagle's vision, with a particular commitment to:

- The promotion of, and education for, justice;
- The development of leadership;
- Encouraging students to strive towards reaching their potential; and
- Preparing students to participate fully and responsibly in society.

This vision sees an emphasis on an educational environment where the gospel values are experienced both in daily living and through authentic and engaging learning experiences, developing critical and future-focussed learners.

At St Ursula's College, we offer girls in Years 7-12 a holistic, comprehensive, faith-filled Secondary education encompassing academic and vocational pathways to tertiary study and / or employment. We celebrate every student and their unique abilities; this dynamic culture produces strong, confident young women, capable of forging a positive path for themselves by embracing the College motto of "Perfice Gressus Meos" (Perfect My Steps).



Our Vision

St Ursula's College is a vibrant Faith community providing a holistic Catholic education and residential environment through which young women are encouraged to realise their potential; founded on the charism of Nano Nagle and the values of the Presentation Sisters; yet, responsive to the demands created by the social dynamics of the 21st Century.

About the College

St Ursula's College is the only Catholic all girls Boarding and Day Secondary School in Central Queensland and located on the Capricorn Coast, educating young women in Years 7 – 12, with over 670 students including approximately 70 Boarders in 2027.

Founded in 1918 by the Sisters of the Presentation of the Blessed Virgin Mary, the College continues to be inspired by the vision, legacy and charism of Nano Nagle and the enduring traditions of Presentation education. Today, St Ursula's College is a ministry of Mercy Partners.

St Ursulas' College has provided Boarding facilities for almost 120 years. Our Boarding House, Yumba-Gy-You is a three-story residence accommodating up to 96 boarding students.

Our Boarding community is well established and offers quality and extensive infrastructure to support adolescent girls in achieving a holistic educational experience. Our Boarding residence and associated facilities are located on campus, a short walk from the academic parts of the College.

At St Ursula's College, young women are encouraged to grow in faith, learning and leadership within a welcoming and inclusive community. Guided by the College values of Faith, Excellence, Respect, Compassion, Hospitality and Simplicity. Students are supported to recognise their unique gifts, pursue their aspirations and become confident, resilient and compassionate women of action.

Through a rich educational experience encompassing academic and vocational pathways, faith formation, co-curricular opportunities and boarding life, St Ursula's College prepares young women to lead purposeful lives. Inspired by the College motto, *Perfice Gressus Meos* – "Perfect My Steps", graduates leave St Ursula's equipped with the knowledge, values and courage to make a positive contribution to their communities and the wider world.

This position presents a unique, rewarding and exciting opportunity for an experienced leader.

Statement of Commitment to Child Safety and Wellbeing

St Ursula's College is committed to providing education and care to children and young people to assist them to develop into high achieving, supported students, positively connected to each other and to the communities in which they live and which they will serve.

The College is committed to ensuring the safety and wellbeing of our students and is dedicated to protecting them from harm. At St Ursula's College we have zero tolerance for child abuse.

Our child protection responsibilities are of the utmost importance for the College and, as such, the College is committed to providing the necessary resources to ensure compliance with all relevant child protection laws, regulations and standards, and to maintain a safe and supportive environment for all children and young people.

About the Role

The Head of Residence is responsible and accountable to the Deputy Principal – Students & Wellbeing and the Principal for the proactive leadership, management and operations of the Boarding House, and for converting the Colleges' strategic goals into operational priorities and plans for Boarding. Other key responsibilities are to manage the physical, emotional, academic and spiritual development of our Boarders.



Key Duties and Responsibilities

The Head of Residence is responsible for the operational aspects of boarding and the development and maintenance of relationships with the staff, families and students who live, learn and lead at the College.

Responsibilities include:

- working with the Deputy Principal – Students & Wellbeing, to lead and oversee the collection of all necessary documentation in relation to ABSA and NSSAB compliance processes;
- lead the professional development program of residential supervisors in areas including student safety and protection regulations and in-school protocols, duty of care regulations and in-school protocols, cultural safety protocols, risk management regulations and in-school protocols, workplace health and safety regulations and in-school protocols;
- prepare boarding supervision rosters and activity risk management plans, in alignment with the enterprise agreement, ABSA and NSSAB requirements, and the College's risk protocols, ensuring best practice in student safety and protection, active awareness of risk mitigation strategies by supervisors, minimum appropriate supervision ratios, staff supervision which includes access to current first aid certificates and adherence to hours of duty and breaks;
- proactively respond to all compliance breaches, including enacting performance management processes as required, in collaboration with the Deputy Principal – Students & Wellbeing and the Principal;
- work collaboratively with appropriate stakeholders to ensure effective structures, processes and evidence gathering;
- manage the daily operations of the boarding house including; staff rosters, daily routines, weekend activities and leave arrangements;
- maintain accurate records of boarding student matters in ORAH
- provide strong mentorship and leadership to boarding staff and students in alignment with the strategic direction of the college;
- oversee the development and maintenance of systems, policies and procedures which facilitate a supportive, safe, risk aware and compliant environment for students and staff;
- take oversight of the appropriate health and wellbeing programs in place to support staff and students in alignment with the College's wellbeing framework;
- oversee the staff management of student behavioural issues ensuring they are in alignment with College policies and procedures;
- liaise with Heads of School to ensure students are effectively transitioned each day between the College and the Boarding House, and that clear and effective lines of communication are in place;
- implement and ensure appropriate learning opportunities for boarding students that includes study and homework routines and opportunities;

Key Duties and Responsibilities

- build positive working relationships with new students and parents and be accessible for boarding families and ensure that boarding staff are liaising with families of boarding students to ensure regular efficient communication addressing all aspects of boarding life.

Staff and Community Leadership

- line manage residential supervisors, ensuring a high level of teamwork, professionalism and regard for safety and responsiveness;
- lead the induction and appraisal process of new residential supervisors, providing feedback as part of a yearly review process;
- manage performance issues in relation to all residential supervisors ensuring appropriate record keeping, policy compliance and communications with members of the College Leadership Team, as required;
- co-ordinate and deliver (where relevant) training for boarding staff in the use of ORAH and other systems as required;
- chair boarding student meetings and residential staff meetings, ensuring minutes are taken and made available to the Deputy Principal – Students & Wellbeing and the Principal;
- represent the Principal when necessary, at boarding related tours and marketing opportunities;
- maintain a presence within the day school by attending assemblies, sporting events, cultural activities and special events as appropriate.

Student and Educational Leadership

- foster and maintain a positive, calm and inclusive boarding environment, through the nurturing of strong relationships, informed by trauma informed practice;
- lead the implementation and organisation of transition, orientation and onboarding of new students into the Boarding House, liaising with the Heads of School, Community Support Officer and Head of Department – Inclusive Education;
- managing behavioural issues including the development of behavioural support plans as appropriate;
- liaise with relevant stakeholders where there are concerns about student welfare or academic progress, identifying areas of risk and concern, and actions required moving forward, including, but not limited to, documenting enrolment contracts;
- lead a culture which values academic aspiration and improvement, providing high level quality assurance around tutoring and homework support programs, maintaining appropriate standards of behaviour during study periods, and providing information to parents in relation to 'overall' progress and application.

Student and Educational Leadership

- complete child protection reports for boarding students as needed, ensuring appropriate liaison with College Counsellor, Heads of School and the Deputy Principal – Students & Wellbeing;
- establish a leadership program inside the Boarding House, ensuring a process for election of the Boarding Captains and Boarders' Representative Council;
- attend Boarders' Representative Council meetings to ensure student voice and leadership opportunities;
- regularly share mealtimes with the boarding students to maintain a strong presence in the Boarding House, including special occasions such as birthday dinners;
- be an 'on call presence' over the weekend and cover staffing contingencies, as needed.

Operational Leadership

Oversee the operational functioning of the Boarding House by liaising with appropriate personnel, including but not limited to the:

- Catering Manager to ensure appropriate meal planning, provision and dietary requirements, standards of cleanliness and review are in place;
- Business Manager to always ensure the security of the College campus, protocols in relation to emergency evacuation and lockdown and timely attendance to maintenance issues;
- College Nurse to ensure the health and wellbeing of boarding students;
- Administration Officer – Boarding.



Key Requirements

Skills and Attributes

- lives the values of the Presentation charism and can foster the spiritual and religious development of Boarding students;
- is an exceptional educational and relational leader with strong emotional intelligence, integrity, organisational skills, appreciation of stakeholder needs and a high level of professionalism;
- has a strong work ethic and a willingness to keep abreast of developments in education, boarding and inclusive practice;
- is a capable communicator, in both one-to-one and large group settings;
- is a skilled conceptual thinker who can contribute to the generation of progressive new strategies for the College and work constructively to resolve challenges;
- has a strong understanding of the Australian Boarding Standards, NSSAB Boarding regulations and a demonstrated capacity of leading a culture which promotes physical, cultural and psychosocial safety, high professionalism and compliance awareness;
- holds current First Aid qualifications including CPR;
- holds current and valid open driver's licence;
- has experience working with First Nations stakeholders, understands the importance of cultural competency, and a commitment to implementation of the College's Reconciliation Action Plan;
- has accreditation to teach in Queensland and / or has relevant qualifications and experience in leading a Boarding facility.

Qualifications

- Recognised Teaching Qualifications and / or appropriate qualifications
- ABSA Certificates within 12 months of commencing employment
- Current positive notice or exemption card issued by Blue Card Services
- Current First Aid / CPR
- Bus License or willing to obtain within 12 months of appointment

Reporting Relationships

Reporting to the Deputy Principal – Students & Wellbeing and the Principal for the proactive leadership, management and operations of the Boarding House, and for converting the Colleges' strategic goals into operational priorities and plans for Boarding.

Given the dynamic environment in which the College operates the Principal may alter the responsibilities of this position at her discretion, to most effectively serve the needs of the College.

