

Ignite ambition



John Paul College
Unity | Christ | Learning



Position Title	Head of John Paul International College
Department/Faculty	International
Classification	Non-Award
Employment Type	Contract
Reporting Manager	Director, International and Accommodation Operations
Prepared	October 2025

About John Paul College

John Paul College (JPC) is one of Queensland's largest independent co-educational schools, offering a seamless learning journey from Early Learning to Year 12. Established in 1982 by the community for the community, our values – Unity | Christ | Learning – continue to guide our mission of nurturing exceptional individuals with courage, integrity and a commitment to enrich society.

Our diverse community includes more than 2,400 students from ELC to Year 12, including our John Paul International College English Language Pathways. We develop ethical, creative and service-oriented thinkers who thrive in an increasingly complex global environment, grounded in Christian Ecumenical values welcoming all faiths and backgrounds.

Set on 33 hectares in Daisy Hill, Logan, our campus combines outstanding facilities with a future-focused education. Innovative learning spaces, sporting ovals, aquatic centres and a highly accredited Outside School Hours Care program support every aspect of student growth.

Guided by our mission to accelerate a dynamic learning community and ignite excellence in all, we nurture learners who are confident, adaptable and compassionate, ready to lead and serve in a multicultural, multi-faith global society.

Our Values

Mutual Respect: We show mutual respect by:

- Accepting others, celebrating our diversity and individuality
- Ensuring fairness and equity in every interaction
- Being patient and tolerant with each other.

Integrity: We act with integrity by:

- Demonstrating honesty and truthfulness

- Leading honourable lives with humility
- Taking responsibility and meeting our obligations.

Compassion: We live with compassion by:

- Showing kindness and love to others
- Caring for the vulnerable and marginalised in our community
- Generously giving of ourselves through active service

Excellence: We strive for excellence by:

- Seeking knowledge and a deep understanding of the world
- Rising to the challenge of the complex, difficult and unfamiliar in our lives
- Setting and achieving aspirational goals.

Position Purpose

This leadership role manages across John Paul International College to deliver academic, welfare and strategic objectives and budget targets.

Essential to this role will be a focus on achieving first class experiences and outcomes for students, staff and visitors to the campus while continuously developing the broader team's skills, knowledge and service delivery focus.

Reporting Relationships

The **Head of John Paul International College** reports to the Director of International and Accommodation Operations.

The role has an important working relationship, both strategically and operationally, with the Head of Global Engagement and Partnerships.

Direct Reports: JPIC Academic Staff, Study Tour Educators, International Student Welfare and Liaison Officer

Key Liaisons: The **Head of John Paul International College** works with internal and external stakeholders to ensure the continued viability and success of all international related programs, operations and business units.

The role has formal and informal interactions with the Head of Global Engagement and Partnerships, Global Engagement Coordinator, Heads of School, Deans, Heads of Year, Boarding staff, Counsellors, Finance staff, Marketing staff, Human Resources Department, agents, parents, students, homestay providers, testing services, curriculum licensing partners, and other external stakeholders.

Key Responsibilities

The **Head of John Paul International College** supports the Director of International and Accommodation Operations in the delivery of the College's International Operations Plan and works closely with other key international areas, such as accommodation and global engagement.

This role oversees the College's English Language Intensive Courses for Overseas Students (ELICOS) courses, Study Tour programs, and Curriculum Licensing operations, managing teaching staff and support staff.

This role acts as the Academic Manager for NEAS purposes and ensures compliance with the ESOS Framework.

The **Head of John Paul International College** will also deputise for the Director, International and Accommodation Operations as required.

Given the leadership nature of this role, the **Head of John Paul International College** will be required to attend key school events and functions as required, representing the College and supporting community engagement. At times, these events may occur outside College regular operational hours.

Key Areas of Leadership and Management

- International ELICOS academic programs: High School Preparation and Primary Preparation
- Study Tour operations, focussing on academics
- Academic tracking, pathways and welfare of ELICOS and Study Tour students
- Curriculum Licensing operations and partnerships

The **Head of John Paul International College** will:

Academic Leadership and Quality Assurance

- Contribute to and foster a positive growth culture in all aspects of international operations
- Lead and progress JPIC's industry-leading High School, Primary Preparation and study tour programs through the creation and delivery of strategic continuous improvement and quality assurance agendas
- Lead in the areas of curriculum development, pedagogy, program delivery and pastoral care
- Collect, analyse and evaluate data to inform agendas
- Promote JPIC through external engagement and professional networks
- Manage and implement JPIC academic timetables
- Manage staff absences and class covers
- ELICOS teaching as required

Student Experience and Operations

- Support the College's homestay and boarding program
- Manage ELICOS student journey processes including interviews, pre-arrival information, orientation, graduations and transition processes
- Be responsible for and work closely with the Global Engagement Coordinator regarding Study Tour academic matters

Staff Management and Development

- Manage the recruitment, induction and ongoing training of academic and relevant administrative staff
- Manage a pool of casual Study Tour Educators and JPIC teachers, arranging supply as required
- Develop and mentor teaching staff to maintain high professional standards through a professional development program
- Build team capability in curriculum design, delivery and assessment
- Provide oversight of staff management and contribute to a positive and productive staff culture.

Curriculum Licensing

- Lead the development, management and continuous improvement of JPIC curriculum licensing operations

- Oversee the digital platform hosting the licensed curriculum, ensuring currency, accessibility, functionality and user experience
- Manage relationships with institutions that license the JPIC curriculum, including contract management and performance monitoring
- Provide training and professional development for external partners using the licensed curriculum
- Ensure quality assurance processes for curriculum licensing partners
- Develop and maintain curriculum licensing resources, materials and documentation
- Collaborate with the Head of Global Engagement and Partnerships on market development and partnership opportunities for curriculum licensing
- Lead continuous improvement initiatives for curriculum content and delivery methods
- Monitor and evaluate the effectiveness of curriculum licensing programs through data analysis and partner feedback

External Stakeholder Management

- Manage relationships with external providers, including:
- Curriculum licensing partners
- Test providers
- Regulatory bodies

Compliance and Quality Assurance

- Prepare for and complete necessary compliance tasks, such as:
- NEAS reviews
- CRICOS reviews and audits
- ESOS Framework compliance

Innovation and Technology

- Promote and create innovative use of technology in both the classroom and administrative processes
- Oversee the technology infrastructure supporting curriculum delivery and licensing

Financial Management

- Ensure relevant budgets are managed, providing input as required
- Monitor financial performance of JPIC programs and curriculum licensing operations

Skills and Abilities

- Problem-solving, rapid prototyping and design thinking mindset
- Strengths in people management, academic policy, financial management, budget management and project management skills
- Strong interpersonal skills and ability to create and foster positive cultures and productive teams
- An understanding of working with professional accreditation bodies
- Project management skills with ability to lead multiple initiatives simultaneously
- High level of organisational, administrative and time-management competency
- Capacity to instigate and lead improvement and change processes according to the College's vision, mission, and strategic direction
- Proven staff development and team building skills
- Strong interpersonal skills and the ability to communicate effectively with stakeholders at all levels
- Excellent liaison, verbal and written communication and negotiation skills, including the ability to deal effectively with a diverse range of students, staff, clients, agents, schools, other external stakeholders and authorities

- Demonstrated ability to manage digital platforms and learning management systems
- Experience in curriculum design, development and licensing
- Ability to build and maintain international partnerships

Additional Requirements

All employees of John Paul College are required to:

- Maintain a degree of flexibility in working hours from time to time as required for the position, including attendance at functions and events early in the morning, in the evening and on weekends.
- Accept that the College reserves the right to modify the position to meet its operating needs
- Assist and relieve in other positions from time to time.
- Demonstrate support for the College's philosophy, policies and procedures and core values.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.
- Support the College's core values and College's Christian Ecumenical ethos.
- This position involves working with children and will be subject to satisfactory employment screening for child-related employment in accordance with the law.

Qualifications

- Appropriate post-graduate qualifications at Masters level (Education, Applied Linguistics or TESOL) or equivalent
- Current Registration with the Queensland College of Teachers
- Current First Aid certificate, or ability to obtain one
- Current Blue Card or ability to obtain

Experience

Essential:

- Previous experience in a similar leadership role
- Experience and track record in International Education management and leadership in a school setting
- Relevant management experience leading English language academic programs, preferably in schools
- Demonstrated experience and success in planning and implementing new initiatives
- Experience building and managing effective partnerships with a wide range of internal and external stakeholders
- Knowledge of International Education and Training school sector regulatory governance frameworks and educational standards
- Experience managing and preparing for compliance reviews and audits, preferably ESOS Framework related
- A demonstrated commitment to achieving excellence in educational administration
- Understanding of ELICOS Standards 2018 and ESOS Act, the CRICOS National Code 2018, NEAS standards, Working with Children and Child Protection
- Demonstrated sensitivity to student needs and cultural differences
- Proven exposure and skills in the management of information systems, databases and Customer Relationship Management systems

Desirable:

- Experience in curriculum licensing or transnational education programs
- Experience managing digital learning platforms and educational technology

- Experience providing training and professional development to external partners
- Experience in international educational partnerships and offshore program delivery

Selection Criteria

1. Academic Leadership and Program Management

Demonstrated experience leading English language academic programs (ELICOS or similar) in a school setting, including curriculum development, pedagogy, quality assurance processes, and the ability to drive continuous improvement through data analysis and strategic planning.

2. International Education Expertise and Compliance

Proven knowledge of and experience working within International Education regulatory frameworks, including the ESOS Act, CRICOS National Code 2018, ELICOS Standards 2018, and NEAS standards, with demonstrated success in managing compliance reviews and audits.

3. People Leadership and Team Development

Demonstrated ability to recruit, lead, develop and mentor teaching and administrative teams, including managing casual educator pools, implementing professional development programs, and fostering positive, high-performing team cultures.

4. Curriculum Licensing and Partnership Management

Experience in curriculum design, development and licensing operations, including the ability to manage digital learning platforms, develop partnership relationships with external institutions, and provide training and quality assurance for curriculum licensing partners.

5. Stakeholder Engagement and Relationship Management

Excellent interpersonal and communication skills with the ability to build and maintain effective relationships with diverse internal and external stakeholders, including students, staff, parents, educational partners, regulatory bodies, agents, and international institutions.

6. Strategic Planning and Change Management

Proven ability to initiate and lead improvement and change processes, implement new strategic initiatives, and manage multiple complex projects simultaneously while aligning with the College's vision, mission and strategic direction.

7. Student Experience and Pastoral Care

Demonstrated understanding of and commitment to providing exceptional student experiences, including proven sensitivity to cultural differences, knowledge of student welfare practices, and experience managing international student journey processes from orientation through to graduation and transition.

8. Qualifications and Professional Standards

Postgraduate qualifications at Masters level in Education, Applied Linguistics, TESOL or equivalent, with current Queensland College of Teachers registration and a demonstrated commitment to achieving excellence in educational administration.

Non-Award Employment Conditions

- This employment is Award Free
- Maximum term twelve (12) month full-time appointment with potential for an additional twelve (12) month extension
- Six (6) month probationary period applies
- Notional full-time hours: 38 hours per week
- Annual leave: six (6) weeks per annum (pro-rata and accrued progressively)
- Salary is paid fortnightly and is in full compensation for all time worked, including all legislative entitlements such as overtime, penalty rates, and allowances
- Leave loading is included in the salary offer
- Superannuation at 12.75% in addition to salary
- QCT registration and Blue Card is required for this role
- College uniform not required, however, can be provided if desired