



Position Title	Deputy Head of Boarding
Department/Faculty	Boarding Village
Classification	Boarding Supervision Services Grade Three Level 4.1
Employment Type	Contact for 2026 with opportunity to extend
Reporting Manager	Head of Boarding
Prepared	October 2025
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About John Paul College

John Paul College (JPC) is one of Queensland's largest independent co-educational schools, providing a seamless learning journey from Early Learning to Year 12.

Established in 1982 by the community for the community, our motto - Unity | Christ | Learning, continues to shape our purpose: developing ethical, creative and service-oriented thinkers who courageously enrich society.

Our diverse community of more than 2,500 learners includes students from Early Learning through to Year 12, as well as those studying within John Paul International College's English Language Pathways. Grounded in our Christian Ecumenical identity, we welcome students of all faiths, cultures and backgrounds, fostering a globally connected community where every individual is known, valued and empowered to thrive.

Set across 33 hectares in Daisy Hill, Logan, our campus features dynamic learning environments designed to inspire curiosity, collaboration and excellence. Purpose-built learning spaces, outstanding sporting and performing arts facilities, and innovative educational environments enable students to discover their strengths, pursue their passions and flourish academically, socially and personally.

Guided by our mission to accelerate a dynamic learning community and ignite excellence in all, we equip young people with the confidence, adaptability and character to lead with purpose and make a meaningful contribution in an increasingly complex and interconnected world.

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

As a key member of the boarding staff, the **Deputy Head of Boarding** plays a vital role in the daily life and smooth operation of the Boarding Village. Working collaboratively as part of a team, the Deputy Head is expected to take an active interest in students and prioritise their welfare at all times.

While a core responsibility is ensuring the efficient operational functioning of the Boarding Village, an equally important focus is on fostering a strong, consistent approach to pastoral care.

The Deputy Head of Boarding works to nurture a spirit and culture within the Village that is welcoming, supportive, and inclusive, one that recognises the inherent worth of each student and promotes a strong sense of belonging, in alignment with the College's ethos.

Reporting Relationships

The Deputy Head of Boarding reports to the Head of Boarding.

Direct reports: Nil

Key Liaisons: The Deputy Head of Boarding also works closely with and keeps fully informed the Deputy Principal – International & Accommodation, the Deputy Principal - Head of Secondary School and the Dean of Students (Secondary).

The Deputy Head of Boarding has daily formal and informal interactions with students, parents, College colleagues, the Boarding Chefs, Boarding Nurses and Boarding Supervisors.

Key Responsibilities

The **Deputy Head of Boarding**, works closely with the Head of Boarding as the Senior Residents, to coordinate boarding policies and oversee the administration, pastoral care, and discipline of the boarding community. This is a non-teaching position, with capacity fully dedicated to boarding leadership and pastoral oversight.

The Deputy Head of Boarding is responsible for overseeing the daily systems and routines of the Boarding Village when on duty.

It is expected that the Deputy Head of Boarding will also be actively engaged in and responsible for:

Students Well-being and Welfare

- The Deputy Head of Boarding should show concern for the boarders in the manner that an ideal parent would in a natural family situation and provide a supportive and structured environment where every student is known and feels a sense of belonging.
- The Deputy Head of Boarding is responsible for the welfare and well-being of students within the Boarding Village and aims to provide a caring, safe, and happy environment that is as 'home-like' as possible.
- The Deputy Head of Boarding should take a positive interest in the activities of every boarding student.
- The Deputy Head of Boarding is an integral cog in the welfare team which is responsible for the efficient organisation of the boarding experience in the Boarding Village. This includes assisting in the oversight of leave and holiday arrangements.
- The Deputy Head of Boarding is to be vigilant so that each student's social, school, or academic problems be reported to the Head of Boarding, who will respect this confidence and assist in solving such problems. Accurate records need to be maintained regarding student welfare.
- The Deputy Head of Boarding is to assist the Head of Boarding in the implementation of the College pastoral care programs and encourage in each student an understanding and acceptance of the spiritual and moral basis of life.
- The key to successful performance as a Deputy Head of Boarding is to ensure that the relationship with the students is caring yet demanding of standards.

Staff Supervision

- In support of the Head of Boarding, oversee boarding staff duties, with appropriate management, support and supervision.
- Assisting and advising the Head of Boarding and Principal in the selection of staff.
- Working closely with the Resident Staff to develop and support their growth and ability to fulfil duty responsibilities.
- Promoting and maintaining good morale and spirit amongst boarding staff.
- Assist in organising appropriate, relevant professional development for boarding staff.
- Ensuring that all staff are familiar with Boarding Policies so they are implemented consistently.
- Meeting regularly with the Resident Staff, supervising staff and others to discuss implementation and review of boarding policy and procedures.
- Encouraging a cooperative team approach, through sound and regular communication.
- As required, assist with the selection, development, and performance management of staff.

Day-to-day Operations of the Boarding Village

- The general day-to-day running of the Boarding Village while on shift, including pastoral care of boarders.
- Assisting students who are struggling to stay organised and tidy.
- Monitor laundry areas and requirements, including the delivery of linen.
- Liaise with College Nursing staff to ensure the medical kit is stocked and good records are kept of everything administered.
- Ensure student health is monitored and addressed, including communication with parents.

- Under the direction of the Head of Boarding and in consultation with College nursing staff (where necessary), assist where available, to support and monitor sick boarders during the day.
- Conducting administrative functions as delegated by the Head of Boarding which may include end of term travel arrangements and communicating with parents.
- In support of the Head of Boarding, assist with tours and interviews of current and prospective boarders and families.
- In support of the Head of Boarding, responsible for the security of Fenton Village during the assigned hours of duty.
- To assist in the monitoring of Leave throughout the week in accordance with the Leave Policy.
- Support the Head of Boarding with the preparation and at times the publication of general boarding documents and files.
- Conduct frequent checks on cleanliness and tidiness of boarder areas, reporting to the Head of Boarding on concerns.

Logistics and Transportation

Provide support with the following:

- Conducting offsite transport for boarders including sport and airport departures/arrivals.
- To assist the Head of Boarding and boarding staff in the arrangements and transportation of boarders during the school day, to appointments – routine and emergency,
- Organise transport for students where required for appointments or co-curricular activities.

Community Building

- The Deputy Head of Boarding is to ensure the boarders feel cared for and that Fenton Village boarding morale is at an optimum level.
- Establishing and maintaining a good working relationship with, and knowledge of, boarding families' networks.
- Communication with individual parents about their children's progress, where appropriate.
- Be aware of boarders' birthdays and liaise with parents' arrangements to celebrate i.e. birthday cakes etc.
- The Deputy Head of Boarding sets high standards of dress and deportment and expects such standards of students and other staff are maintained.

Boarding Maintenance

- The Deputy Head of Boarding assists the Head of Boarding with attending to maintenance issues, liaising with maintenance staff and Property Services Manager.
- Ensure facilities are safe, hygienic, and comfortable to commence the term.
- Ensure facilities are presentable at all times to host tours.

Marketing and Promotions

- Assist with the promotion of boarding within the school and wider community.
- Attend boarding related meetings e.g. ICPA and ABSA training and conferences as required.
- Assist in the organisation of special events.
- Support the facilities hire by external clients out of term-time.

Communication and Collaboration

- Daily communication with Head of Boarding and relevant staff via REACH.

- The Deputy Head of Boarding will attend Residential Staff meetings as called by the Head of Boarding.
- Responding promptly to all communication and requests from parents.
- Establishing and maintaining a good working relationship with and knowledge of boarding families.

Participate in the on call roster

- Ensure availability to respond <30mins.
- Provide support to staff and students.
- Seek advice as appropriate.
- Follow protocols for welfare.
- Record incidents and outcomes.

Leadership and Delegation

- The Deputy Head of Boarding deputises for the Head of Boarding and assumes full responsibility for the Boarding Village in their absence - whether planned or unplanned.
- This includes overseeing all operational, pastoral, and administrative aspects of the boarding program, ensuring continuity of care and standards.
- The Deputy Head of Boarding is expected to exercise sound judgment, maintain clear communication with key stakeholders, and uphold the values and expectations of the College while acting in this capacity.

Skills and Abilities

- Demonstrates warmth and compassion, while also being assertive when dealing with standards of behaviour.
- Communicates effectively through face-to-face interactions with students, colleagues, and parents.
- Has a high standard of written communication.
- Demonstrates an understanding of the John Paul College Strategic Vision by implementing appropriate pastoral support for boarding students.
- Utilises this specialist knowledge to develop and support the boarding program.
- Uses discretion to determine responses to emergent situations, calling on the support of the Head of Boarding, or if unavailable the Deputy Principal.
- Will as required act in the role of Head of Boarding during instances where they are off-campus or unavailable.

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

- Bachelor's Degree from a recognised university in education, or social work is desirable but not essential.
- Current Senior First Aid certificate.
- Mental Health First Aid
- Positive Notice Working with Children Check (Blue card)
- Open C Class Driver's license.

Experience

- 3+ years' experience in a boarding or residential care environment is desirable, but not essential.
- Suitable certifications in residential services (e.g. ABSA)
- Current Senior First Aid certificate, or ability to obtain one
- Current Blue Card / Positive Notice Working with Children check or ability to obtain one (if not a registered teacher)

Selection Criteria

- 1. Demonstrated Commitment to Student Welfare and Wellbeing**
Proven ability to foster a supportive, structured, and nurturing environment for boarding students, ensuring their welfare and emotional wellbeing are prioritised in a home-like setting.
- 2. Leadership and Staff Supervision in a Boarding Context**
Experience in leading, supervising, and supporting boarding or residential staff, including performance management, team development, and ensuring the consistent application of boarding policies. Track record of driving and embedding a continuous improvement culture, with demonstrated ability to evaluate programs, implement feedback, and align initiatives with broader strategic objectives.
- 3. Strong Organisational and Operational Management Skills**
Demonstrated capacity to manage the day-to-day operations of a boarding facility, including routines, leave management, laundry coordination, cleanliness, and liaising with health staff.
- 4. Effective Communication and Interpersonal Skills**
Highly developed communication skills, with the ability to build strong relationships with students, families, and colleagues, including handling sensitive matters with discretion and professionalism.
- 5. Experience Supporting Student Discipline and Behavioural Standards**
Demonstrated experience in maintaining clear behavioural expectations and providing firm, fair, and consistent guidance to students while fostering a respectful and positive culture.
- 6. Proficiency in Administration and Record Keeping**
Ability to manage administrative responsibilities effectively, including maintaining accurate welfare records, handling travel arrangements, contributing to reports, and utilising relevant software systems (e.g., REACH).
- 7. Flexibility and Availability for After-Hours and On-Call Duties**
Willingness and proven capacity to participate in weekend and after-hours rosters, respond to incidents within designated timeframes, and provide reliable support to staff and students.
- 8. Commitment to the Broader Boarding Community and Promotion of Boarding**
Evidence of active involvement in building boarding community morale, engaging with boarding families, supporting marketing initiatives, and representing the school in wider boarding networks and events.

Other Award Conditions

- This employment is covered by the *Educational Services (Schools) General Staff Award 2020* ('Award') as amended from time to time.
- The position will be classified in accordance with the Award, at Grade 3, Level 4.1.
- This is a permanent full-time position.
- Employment is 38 hours a week averaged over the year.
- The salary will be in accordance with the award and paid in full compensation of all time worked and is inclusive of all legislative entitlements arising out of the employment, including but not limited to overtime, penalty rates, allowances, and any additional monetary entitlements that may otherwise be payable.
- Given the nature of this role in a residential community, there will be out of hours requirements. The position, therefore, is considered to be a lifestyle choice as well as a job. Interested people (and where applicable their families) must understand and accept this component of the role.
- The position is entitled to annual leave in accordance with the Fair Work Act 2009 (Cth) and the Award, as amended from time to time. Because of the demands of the role, an additional 2 weeks annual leave is provided. As such, this role is entitled to six (6) weeks annual leave per year, or such lesser pro-rata amount. Annual leave loading is payable.