



POSITION DESCRIPTION

ASSISTANT DEAN OF BOARDING - ACADEMIC

THE COLLEGE

St Patrick's College Townsville is a Catholic and Independent Secondary Girls' College with a proud tradition of excellence in the education of young women. Responsibility for the governance of the College rests with a Governance Board of Directors and with Mercy Partners, a canonical body which governs Mercy ministries in Queensland. Located on The Strand in Townsville, we endeavour to nurture our students, who are both boarders and day girls, in becoming women of independent spirit and compassion, within an environment that promotes excellence, creativity and leadership.

St Patrick's College Townsville considers the special circumstances of students who live away from home to undertake their education and respects the individual differences and potential of each student. The boarding community, as an integral part of the College, and in the spirit of the Sisters of Mercy, strives to build a true community of students, parents/guardians and staff, reflecting the gospel spirit of mutual respect, inclusion, optimism and resurrection in interactions between members of the community.

OUR VISION

St Patrick's College Townsville ignites a passion for knowledge, wonder and curiosity, empowering all to be courageous and compassionate.

GENERAL INFORMATION

Position Information

Position Title	Assistant Dean of Boarding - Academic
Classification	Middle Management Substantive Salary - Tier 2 with Complexity
Status	Ongoing
Employment Type	Full-time
Agreement	Catholic Employers Single Enterprise Collective Agreement Religious Institute Schools Queensland 2023-2026
Team/Department	Residential
Reports to	Deputy Principal - Students (Day & Boarding)

Employment Information

Employer	St Patrick's College Townsville
Location	45 The Strand, North Ward Qld 4810

Further Information

For further information about the role, please contact hr@stpatscollege.qld.edu.au





THE ROLE

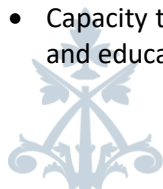
The Assistant Dean of Boarding - Academic is expected to work as part of a team to lead the development of academic culture, academic improvement programs and academic outcomes tracking in the boarding house. The role holder also shares responsibility for modelling and upholding cultural safety, effective operational management and leadership of the boarding community. Providing the highest standards of care and ensuring strong communication between the boarding house, boarding families and staff, the Assistant Dean of Boarding - Academic, is required to deputise for the Dean of Boarding in their absence. Flexibility is an expectation of the role. The role holder will be required to work afternoons and provide on call redundancy for some weeknights and weekends, particularly in the area of critical incidents or the unavailability of the Dean of Boarding.

The Assistant Dean of Boarding – Academic will possess the following:

- A demonstrated commitment to living the values of the Mercy charism and fostering the spiritual and religious development of boarding students.
- Demonstrated relational and organisational leadership, supported by strong emotional intelligence, integrity, administrative capability, stakeholder awareness and professionalism.
- A strong understanding of the applicable boarding standards and regulatory requirements, with demonstrated capacity to lead a culture that promotes physical, cultural and psychosocial safety, professionalism and compliance.
- Experience as an educator, with demonstrated capability in improving student learning outcomes, particularly in literacy and/or numeracy.
- A demonstrated capacity to build an academically aspirational and improvement-focused culture that is outcomes-aware and informed by data.
- The ability to monitor students' academic progress, identify emerging risks and coordinate appropriate interventions in collaboration with students, families and relevant College staff.
- Strong communication and relationship-building skills across individual, small-group and broader stakeholder settings.
- Demonstrated cultural competence and experience working respectfully with First Nations students, families and communities.
- A commitment to supporting the implementation of the College's Reconciliation Action Plan and maintaining culturally responsive and safe practices.
- The capacity to support and enact restorative practices, Positive Behaviour Support and relational approaches to student wellbeing and behaviour.
- The organisational flexibility and professional judgement required to deputise for the Dean of Boarding and respond appropriately to operational matters and critical incidents.

Qualifications, Knowledge and Skills

- Current teaching qualifications and registration, or eligibility for registration, with the Queensland College of Teachers.
- Qualifications or teaching experience in English or Mathematics are desirable.
- Current and valid Paid Blue Card (Working with Children) or relevant exemption.
- Current First Aid and CPR certification.
- Current and valid open driver's licence.
- Knowledge of applicable boarding standards, child protection obligations, student protection requirements, workplace health and safety requirements and duty of care.
- Demonstrated ability to work collaboratively across boarding, teaching, inclusive education, pastoral care and leadership teams.
- Strong organisational, administrative, digital communication and record-keeping skills.
- Ability to communicate clearly, positively and professionally with students, families, colleagues and external stakeholders.
- Ability to interpret student learning data, monitor progress and prepare clear reports for College leadership.
- Capacity to support students from remote, First Nations and international communities in a culturally responsive and educationally appropriate manner.





RESPONSIBILITIES

Compliance

- Lead a compliance-conscious culture by implementing internal and external processes and protocols to meet ABSA and NSSAB Boarding Standards and Regulations. This includes undertaking routine audits to support compliance with child safety and protection requirements, student protection reporting, risk management requirements, and workplace health and safety obligations.
- Ensure risk management and duty of care procedures in relation to child safety and work health and safety underpin all aspects of operational planning and procedures.
- Maintain currency in relation to ABSA, NSSAB and child protection standards and College policies across educational, corporate and residential contexts.
- Co-lead a professional development program of boarding staff in areas including child safety and protection regulations and in-school protocols, duty of care regulations and in-school protocols, risk management regulations and in-school protocols, workplace health and safety regulations and in-school protocols, cultural safety protocols, ensuring twice yearly formal training for all boarding staff.
- Proactively respond to all compliance breaches, including enacting performance management processes as required, in collaboration with the Dean of Boarding.

Student Management and Leadership

- Model high standards of care, respect and interpersonal skills in all interactions with students, nurturing strong relationships whilst also maintaining behavioural standards and professional boundaries.
- Build and lead a culture within the boarding house that values learning, is academically aspirational, outcomes aware and improvement seeking.
- Build academic formation programs for boarding students, assisting students to develop 'how to learn' dispositions and strategies that are impactful over time.
- Develop literacy and numeracy intervention and support programs to improve outcomes for boarding students in Years 7 to 9.
- Oversee academic and tutoring support programs for boarding students in Years 7 to 12, ensuring appropriate focus during after-school study and tutoring sessions.
- Oversee the end-of-Term 2 and beginning-of-Term 4 transition programs for boarders, ensuring appropriate communication with parents and staff and the development of programs that balance learning and wellbeing needs.
- Meet with families of incoming Year 7 boarders to support the development of Individual Education Plans, in conjunction with Inclusive Education staff, ensuring transparency and shared understanding of students' learning, residential, medical and formation needs from commencement at the College.
- Work with relevant staff, including Heads of Faculty and Inclusive Education staff, to develop support plans and Individual Education Plans for boarding students from remote and international communities, upholding cultural safety while identifying key targets for growth.
- Liaise with the Academic Team and Heads of House/Heads of Year to support boarding students where there has been extended approved absence, to ensure appropriate adjustments are in place.
- Compile and present data reports to members of the College Leadership Team in relation to the academic outcomes of boarding students.
- Adopt a Positive Behaviour Support approach and prosocial behaviour-management practices, escalating high-level behavioural matters to the Dean of Boarding or Directors of Students as required.
- Regularly share mealtimes with the boarding students to maintain a strong presence in the community, including special occasions such as birthday dinners.
- Be an 'on call presence' in Staff Accommodation on site, when required, to cover emergencies.
- Ensure students have clear and transparent expectations regarding high-impact learning dispositions and habits.

Staff and Community Management and Leadership

- As required, deputise for the Dean of Boarding in operational matters, including staffing, student matters, enrolment tours, community visits, critical incidents and parent engagement.





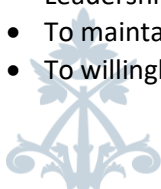
- Work proactively with the Indigenous Community Engagement Officer, TSS staff and CEQL First Nations staff to maintain strong connections with First Nations students and families and promote cultural diversity and inclusion.
- Establish and maintain a good working relationship with, and knowledge of, our boarding families, attending and supporting formation events.
- Utilise digital communication platforms in accordance with College policies to celebrate learning growth and outcomes.
- Maintain a presence within the day school by undertaking a teaching load (2-line minimum), usually intensive English or Maths, as well as organising after school tutorial program and being available to support Senior student boarders during Thursday afternoon Flexible Learning. Maintain a presence within the day school by undertaking a minimum two-line teaching load, generally in intensive English or Mathematics; organising the after-school tutorial program; and being available to support senior boarding students during Thursday afternoon Flexible Learning.
- Attend sporting matches, cultural activities and special events on occasion to build relationships and trust.

Operational Leadership

- Ensure cultural responsiveness and safety in all interactions, including respect for cultural protocols, leave requirements and engagement with First Nations families.
- Ensure strong communication with boarding staff so that boarding students are appropriately prepared for assessments, examinations, JET planning, SET planning and other non-routine learning events.
- Undertake JET planning and SET planning for boarding students, liaising with families.
- Support the QTAC preferencing process for boarding students.
- Proactively monitor risks to the academic outcomes of senior boarding students, implementing appropriate interventions to support QCE attainment and communicating identified risks to relevant stakeholders.
- Provide logistical support and supervision for boarding students as appropriate, to ensure completion of missed academic work.
- With support from the Administration Assistant for Boarding, organise academic celebrations for members of the boarding community, liaising with families to build community.
- Assist the Dean of Boarding with the recruitment, induction and on-the-job training of boarding staff.
- Assist the Dean of Boarding with annual reviews of procedures and protocols to support cultural safety, cultural responsiveness and continuous improvement, particularly in relation to:
 - Critical incident planning and management;
 - Risk mitigation and management strategies for activities; and
- Professional development in key areas, including the Code of Conduct, supervision protocols and duty of care, child protection, workplace health and safety, bullying and harassment, grievances and complaints, cultural inclusion and disability inclusion.
- Manage expenditure for urgent or non-routine matters in accordance with established protocols, as required.

GENERAL EXPECTATIONS OF STAFF

- To support and contribute to the Strategic Plan and Mission of the College: to provide an inclusive, joy-filled education that promotes fullness of life and nurtures excellence in learning.
- To dress, act and communicate in a professional manner that upholds the reputation of St Patrick's College Townsville
- To adhere to the Workplace Health & Safety and Risk Management practices of the College
- To seek opportunities for professional development within identified areas of strategic focus within the College, including the on-going development of ICT skills
- To maintain Continuing Professional Development (CPD) and if applicable, accreditation with the Queensland College of Teachers
- To demonstrate respect for trauma informed care and relational practice, cultural protocols and participate in Reconciliation Action Plan initiatives.
- To attend staff meetings, parent/guardian evenings, and College engagement functions as arranged by the College Leadership Team.
- To maintain confidentiality and not denigrate the College in any way.
- To willingly and voluntarily contribute to the College extracurricular program.





EMPLOYMENT CONDITIONS

All staff at St Patrick's College Townsville are employed under Catholic Employing Authorities, Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2023 - 2026, which provides information in relation to levels of remuneration, leave, expected duties and work practices

ST PATRICK'S COLLEGE TOWNSVILLE – COMMITMENT TO CHILD SAFETY

St Patrick's College Townsville is committed to child safety. As educators, we strive to provide a safe, happy, and empowering environment that builds confidence, resilience, and self-esteem. We foster respectful and caring relationships between staff and students, ensuring positive interactions that contribute to the overall wellbeing of every child.

We support and respect every child, as well as our staff and volunteers, and we are committed to their safety, participation, and empowerment. The College has a zero-tolerance approach to child abuse. All allegations and safety concerns are treated with the utmost seriousness and addressed in line with our regularly reviewed policies and procedures, which are available on our website. We recognise our legal and moral obligations to notify the appropriate authorities when concerns for a child's safety arise, and we provide clear processes for students, families, and staff to raise concerns or offer feedback.

St Patrick's College Townsville is dedicated to preventing child abuse and identifying risks early in order to remove or reduce them. We work proactively with student and parent stakeholders, delivering educational programs which ensure risk and rights consciousness. We maintain robust human resources and recruitment practices for all staff and volunteers, and we are committed to providing regular training and education to our community on child safety and abuse prevention.

We uphold the cultural safety of children from culturally and linguistically diverse backgrounds, and we are dedicated to providing an inclusive and safe environment for children with disability. We are committed to ensuring that Aboriginal and Torres Strait Islander students in our care are supported to maintain their cultural identity and connections with family and community.

Through strong policies, procedures, and training, our leadership team, staff, and volunteers are equipped to uphold these commitments and ensure the safety and wellbeing of all children in our care.

Position Description approved by:

KATH LITTLE
College Principal

I have read and accept the Position Description of Assistant Dean of Boarding – Academic as set out above.

NAME	
SIGNATURE	
DATE	

