



ST PATRICK'S COLLEGE
TOWNSVILLE

Dare to imagine

DIRECTOR OF BOARDING Candidate Application Package





ST PATRICK'S COLLEGE
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DIRECTOR OF BOARDING CANDIDATE APPLICATION PACKAGE

Information For Potential Applicants

Thank you for your interest in St Patrick's College Townsville and the role of Director of Boarding.

St Patrick's College Townsville is an independent secondary day and residential Catholic school, established by the Sisters of Mercy on the values of their founder, Catherine McAuley. With over 120 years' experience in educating women, the College is a place of inclusivity, diversity, and wonder, where students are empowered to be curious, visionary, creative and imaginative. With a stunning oceanfront campus, the College offers young women an educational experience empowering them to dare to imagine their future.

The College 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.

The Director of Boarding is a senior leadership and management position working and contributing as part of a dynamic College Leadership Team towards identified strategic intentions.

The salary for the position of Director of Boarding will be in line with [Catholic Employers Single Enterprise Bargaining Collective Agreement - Religious Institute Schools of Queensland 2023 - 2026](#) Schedule S1.3 Positions of Leadership, and will be based on the successful applicant's qualifications, experience and the negotiated remuneration package inclusions.

Information about our College, including our Governance, College Mission, Vision, Values and 2025 - 2027 – Strategic Plan can be found on our [College Website](#).

This application pack provides further information about the position and recruitment process.

In this pack you will find:

- Recruitment Process and Requirements
- Selection Criteria
- Position Description



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TOWNSVILLE

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Recruitment Process

1. Application

Applications for the position of Director of Boarding should be addressed to:

Kath Little
College Principal
St Patrick's College Townsville

Applications are to be emailed to recruitment@stpatscollege.qld.edu.au and are to include the following:

- Curriculum Vitae
- Cover letter (2 pages max)
- Response to the Selection Criteria (5 pages max)

Applications close at **4.00pm** on **Friday 10 October 2025**.

2. Interview

- Candidates shortlisted for interview will be notified by **Monday 13 October 2025**.
- Anticipated dates for interviews are **15 October 2025**.

3. Reference Checks

Referees will be contacted using the details provided in the Curriculum Vitae and candidates are encouraged to notify their referees of their application. Referees may be contacted as part of the shortlisting process and candidates are asked to indicate where this is not advised.

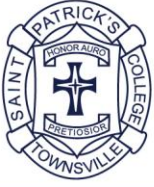


ST PATRICK'S COLLEGE
TOWNSVILLE

DIRECTOR OF BOARDING CANDIDATE APPLICATION PACKAGE

Selection Criteria

1. Demonstrated commitment to religious and spiritual leadership, and Mercy values.
2. Demonstrated leadership for educational outcomes, student wellbeing and school improvement.
3. Demonstrated experience in leadership in a Boarding setting, including a setting with a high portion of students from First Nations backgrounds.
4. Demonstrated experience in the management of staff, particularly in the area of compliance awareness, child protection, appropriate relationships with students, modelling professional standards and boundaries, professional growth, appraisal and performance management.
5. Demonstrated experience in the management of effective systems, organisational protocols and processes, particularly in relation to compliance standards, record keeping, leave, residential routines.



ST PATRICK'S COLLEGE
TOWNSVILLE

POSITION DESCRIPTION DIRECTOR OF BOARDING

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. Located on The Strand in Townsville, we endeavour to nurture our students, who are both boarding and day students, 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.

THE PERSON

- Lives the values of the Mercy charism and capable of fostering 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
- A capable team leader, with a strong work ethic and a willingness to keep abreast of developments in education, boarding and inclusive practice
- A highly capable communicator, in both one-to-one and large group settings
- 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, or can obtain, accreditation to teach in Queensland

THE ROLE

This is a senior leadership and management position working and contributing as part of a dynamic College Leadership Team towards identified strategic intentions. The Director of Boarding will be responsible and accountable to the Deputy Principal and Principal for providing proactive leadership and management in the following areas of the College:



ST PATRICK'S COLLEGE
TOWNSVILLE

POSITION DESCRIPTION DIRECTOR OF BOARDING

Compliance

- Lead and oversee the collection of all necessary documentation in relation to ABSA and NSSAB compliance processes, ensuring 'over time' evidence is readily available
- Lead a culture which is compliance conscious, implementing internal and external processes and protocols to ensure compliance with ABSA and NSSAB Boarding Standards and Regulations including, but not limited to, routine audits to ensure compliance with role marking and leave protocol requirements, all child safety and protection regulations, student protection reporting, risk management regulations and workplace health and safety regulations.
- Lead culture and processes which ensure stakeholder consciousness and responsiveness to the management of critical incidents including updating and reviewing emergency procedures, the Critical Incident Handbook for Boarding, Distributing the Critical Incident Handbook for Boarding, Professional Development of staff in relation to management of critical incidents, routine practice of lockdown and evacuation procedures at different times of day to ensure stakeholder safety.
- Lead the 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, cultural safety protocols, risk management regulations and in-school protocols, workplace health and safety regulations and in-school protocols, ensuring twice yearly formal training for all boarding staff.
- Quality assure boarding supervision rosters and activity risk management plans, in alignment with EB, ABSA and NSSAB requirements, and the College's risk protocols, ensuring best practice in child 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, 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 and Principal.
- Work collaboratively with appropriate stakeholders to ensure effective structures, processes and evidence gathering, to support the NCCD.
- With the Principal report to the College on compliance and safety governance, improvement and areas for development, to ensure a low risk and high compliance environment.

School Improvement

In collaboration with the College Leadership Team:

- Contribute actively to the review, development and implementation of the Strategic Plan.
- Review and track the effectiveness and impact of academic, wellbeing and formation programs across the Boarding program, developing mechanisms to include First Nations voices and processes to measure performance and ensure cultural safety and responsiveness.
- Lead a Boarding School culture, guided by the NSIT tools, to ensure dispositions, practices, protocols and policies in relation to continuous improvement, particularly in areas including but not limited to: data informed practices, learning and wellbeing outcomes for boarding students, stakeholder voice opportunities and forums, cultural inclusion and diversity, compliance, professional development and review of staff and facilities.
- Keep abreast of potential opportunities to enhance boarder services and boarder facilities by regularly reviewing possibilities for grants and financial support, making applications and submitting evidence as required.
- Ensure appropriate systems are in place to support record keeping requirements, with discernment around systems of best fit, and whole school integration opportunities



ST PATRICK'S COLLEGE
TOWNSVILLE

POSITION DESCRIPTION DIRECTOR OF BOARDING

Staff and Community Leadership

- Lead recruitment, onboarding and appraisal processes for residential staff.
- Work effectively as a member of the College Leadership and ensure strong networks with the local parish and parents/guardians.
- Line manage, and work proactively with the Indigenous Community Engagement Officer, TSS and QCEC First Nations staff, to ensure strong connections with First Nations families and practices which facilitate cultural inclusion, responsiveness and safety.
- Line manage and work proactively as a team, with Assistant Directors of Boarding, Nursing and Administrative staff, and Residential Supervisors, ensuring a high level of teaming, professionalism and regard for cultural safety and responsiveness
- Regularly network with other boarding providers to appreciate and facilitate best practice
- Deliver professional development as appropriate, across the College, particularly in relation to boarder wellbeing, cultural safety and responsiveness.
- Lead the induction and appraisal process of boarding staff providing feedback as part of a yearly review process.
- Manage performance issues in relation to all boarding personnel ensuring appropriate record keeping, policy compliance and communications with other members of the College Leadership Team, as required.
- Chair Boarding staff meetings ensuring minutes are taken and made available to the Deputy Principal and Principal.
- Attend professional learning forums and communities including, but not limited to ABSA Conferences, Catholic Boarding Network, QCEC updates in relation to boarding, and share learnings with relevant staff.
- Represent the College Principal when necessary, including at domestic and international boarding tours and marketing opportunities.
- Assist in the promotion, marketing and communications of St Patrick's College Townsville, in liaison with the Principal and Director of Marketing & Communication.
- With the Deputy Principal, take a leadership role in all recruitment and review processes for all boarding staff, including shortlisting, interviewing, referee checking, compliance checking, role description updates (as required).
- Maintain a presence within the Day School by attending assemblies, sporting matches, cultural activities, special events and others 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 and a relational Positive Behaviours Support (PBS) approach, ensuring the focus remains on preventative and pro-social methods.
- Lead the implementation and organisation of transition, orientation and onboarding of new students into the boarding house, liaising with the Head of Year 7, the Indigenous Community Engagement Officer and Head of Faculty - Inclusive Education.
- Lead the provision of pastoral care to the boarding community, ensuring the development of high-quality age-appropriate formation programs for boarding students to ensure their holistic development, underpinned by explicit cultural safety protocols, including, but not limited to:
 - Physical and Nutritional Health
 - Social and Emotional Wellbeing
 - Academic Improvement – Learning how to Learn
 - Literacy and Numeracy Support
 - Orientation, transition and onboarding



ST PATRICK'S COLLEGE
TOWNSVILLE

POSITION DESCRIPTION DIRECTOR OF BOARDING

- Financial Wellbeing
 - Mercy outreach and service
 - Leadership
- Managing significant behavioural issues or academic issues upgraded by either of the Assistant Director of Boarding, including the development of Behavioural Support Plans and Agreements, as appropriate.
- Ensure strong lines of communication across role holders in the day school in the management of student academic and wellbeing matters, to enhance coherence and improve student outcomes, mindful of cultural safety.
- 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.
- Complete Child Protection Reports for boarding students as needed, ensuring appropriate liaison with College Counsellors and the College Principal.
- Quality assure the termly programs and activities for boarding students compiled by the Assistant Director of Boarding, ensuring timely submission to the Deputy Principal and completion of risk management requirements
- Establish an explicit orientation and onboarding program for all boarding students.
- Establish a leadership program inside the Boarding House, ensuring a process for election of the Boarding Prefect/s, and representatives of the 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 community, including special occasions such as birthday dinners.
- Be an 'on call presence' to cover staffing contingencies, as needed.

Operational Leadership

- Ensure cultural responsiveness and safety in all interactions, including respect for cultural protocols, leave requirements and engagement with First Nations families.
- Oversee the development of a staff handbook, to be reviewed and updated annually, that outlines policies and processes in relation to:
 - Code of Conduct for Staff
 - Code of Conduct for Students
 - Child protection and safety, duty of care
 - Workplace health and safety
 - Risk management protocols for common activities or anticipated scenarios
 - Expectations in relation to standards of supervision – inside dormitories, outside dormitories, mealtime, specific activities
 - Critical Incident protocols – including evacuation and lockdown
 - Staff conduct in relation to cultural inclusion, including identifying appropriate 'language'
 - Answers to commonly asked questions
- Oversee the development of a student and parent handbook, to be reviewed and updated annually, that outlines policies and procedures in relation to:
 - Onboarding and orientation processes for new students
 - Child protection, safety and duty of care policies



ST PATRICK'S COLLEGE
TOWNSVILLE

POSITION DESCRIPTION DIRECTOR OF BOARDING

- Bullying and Harassment
 - Code of Conduct for students
 - Enrolment policy
 - Search policy (in the event of drugs or alcohol)
 - Uniform/dress policy
 - All academic policies – particularly those pertaining to homework, assessment, non-submission of assessment
 - Before or after school formation opportunities for boarding students
 - Protocols in relation to travel
 - Arrangements for parent/guardian and teacher engagement, including Academic Conferences and less formal processes
 - Answers to frequently asked questions
 - Key points of contact for parents/guardians of boarding students
- 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.
 - The Director of Business Operations to ensure the security of the College campus at all times, protocols in relation to emergency evacuation and lockdown, timely attendance to maintenance issues, works projects, or to secure room bookings or access to College vehicles.
 - The Director of Business Operations to ensure appropriate budgeting and manage expenditure according to established protocols.
 - The Coordinator of Logistics, Activities and Administration, Assistant Directors of Boarding, Residential Leaders and Residential Supervisors.
 - Third party stakeholders, including ABSTUDY, NIAA, AIEF and medical providers to ensure the effective allocation of resources and student care.
- Oversee and deliver appropriate professional development of boarding staff
- In conjunction with the Director of Business Operations, manage the boarding budget, ensure that facilities and equipment are maintained and that nutritious and attractive meals are provided.
- Carry out required tasks as part of the College Critical Incident Management Team.

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 evenings, and College engagement functions as arranged by the College Leadership Team.



ST PATRICK'S COLLEGE
TOWNSVILLE

POSITION DESCRIPTION DIRECTOR OF BOARDING

- 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 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. We also 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.

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