



Position Title	Head of Boarding
Reports to	Headmaster
Department	Boarding
Location	All Souls St Gabriels School
Working arrangements	Permanent, full-time
Classification	As negotiated (includes residential requirement, accommodation and utilities)
Contact officer	Business Manager
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## About All Souls St Gabriels School

All Souls St Gabriels School (ASSG) is an independent, co-educational, Pre-prep to Year 12 day and boarding school in the Anglican tradition. The School caters to students from all over Queensland and the Northern Territory and is located in Charters Towers, 130 km southwest of Townsville. Charters Towers is an educational hub hosting several well-established boarding schools.

## Our Mission

To nurture young people in the development of their Mind, Body, and Spirit.

## Our Vision

Shaping students who seize opportunities and have the skills, knowledge, and desire to contribute, lead, and serve.

## Our Values

- **Integrity** - We are honest with ourselves and others; we listen to our conscience to do the right thing.
- **Respect** - We have respect for ourselves and others, history and tradition, and our environment.
- **Resilience** - We are encouraged to extend ourselves, to see every hardship, challenge, and error as a learning experience and an opportunity to grow.
- **Service** - Our School motto, *Severe regnare est* ("To serve is to reign"), inspires us to think beyond ourselves and to consider the needs of others and our community.

We are a School that actively promotes child-safe standards and is committed to upholding the safety and welfare of our young people as required under the Child Safe Organisation Act 2024.



## Position Purpose

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The Head of Boarding provides strategic and operational leadership of the School's boarding program, ensuring a safe, structured, and supportive environment that promotes student wellbeing, development, and engagement.

As a member of the Senior Leadership Team (SLT), the role leads the design, implementation, and continuous improvement of boarding operations across both boys' and girls' residences. The Head of Boarding is responsible for staff leadership, student care, compliance, and program quality, ensuring alignment with the School's strategic priorities and child-safe obligations.

## Organisational Relationships

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### Internal Relationships

- **Headmaster** - Direct report; strategic leadership, performance, and accountability
- **Senior Leadership Team** - Collaboration on student wellbeing, operations, and strategy
- **Dean of Students** - Alignment on behaviour, wellbeing, and student support
- **Boarding Staff** - Direct leadership and line management
- **Teaching Staff & Support Teams** - Coordination of student care, communication, and support

### External Relationships

- **Parents and Carers** - Primary point of contact for boarding-related matters
- **External Agencies** - Health, wellbeing, and child protection services
- **Community Stakeholders** - Representation of boarding within the wider school community
- **Prospective Families** - Support enrolment engagement and boarding promotion

## What Success Looks Like

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- Boarding is a safe, structured, and supportive environment with strong student wellbeing outcomes
- Clear, consistent systems and expectations operate across all boarding houses
- Boarding staff are well-led, supported, and aligned in practice and expectations
- Students demonstrate positive behaviour, engagement, and personal growth
- Strong relationships exist between boarding, school, and families
- Compliance, risk, and child safety obligations are consistently met
- Boarding contributes positively to enrolment, retention, and school culture
- Continuous improvement is evident through data, feedback, and innovation

## Key Accountabilities

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### Strategic Leadership

- Lead the implementation of boarding priorities within the School's strategic plan
- Develop and execute improvement plans aligned to wellbeing, operations, and student outcomes
- Use data and insight to inform decision-making and continuous improvement

### Student Wellbeing and Leadership

- Oversee pastoral care systems for all boarding students



- Ensure consistent application of expectations across behaviour, routines, and standards
- Act as a key escalation point for complex student matters
- Work closely with the Dean of Students to align school and boarding approaches
- Uphold and lead all student protection responsibilities

### **Leadership of Boarding Staff**

- Lead, manage, and develop the boarding team
- Oversee recruitment, induction, rostering, and performance management
- Build a cohesive, professional, and accountable team culture
- Provide coaching, feedback, and professional development opportunities

### **Operations and Program Management**

- Oversee all boarding operations including routines, study, recreation, and supervision
- Ensure effective rostering and staffing sustainability
- Maintain high standards of organisation, communication, and consistency
- Oversee development and delivery of recreation and boarding programs

### **Governance, Compliance and Risk**

- Ensure compliance with child protection, WHS, and regulatory requirements
- Maintain accurate records, documentation, and reporting
- Lead risk management practices across boarding operations
- Ensure all policies and procedures are current, implemented, and understood

### **Community Engagement**

- Build strong relationships with families and maintain clear communication
- Support enrolment processes including tours and engagement
- Contribute to key school events and community initiatives
- Represent boarding positively within and beyond the school

### **Administration and Reporting**

- Provide regular reporting to the Headmaster and SLT
- Oversee boarding data, documentation, and records
- Ensure quality communication with families including reports and updates

### **Other Duties**

- Undertake additional responsibilities as directed by the Headmaster

### **Extent of Authority**

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- Full operational leadership of the boarding program
- Decision-making authority within boarding operations and student management
- Direct line management of boarding staff
- Authority to act on student wellbeing, behaviour, and safety matters
- Escalation of significant issues to the Headmaster as required



## Key Challenges

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- Balancing strategic leadership with day-to-day operational demands
- Managing staffing sustainability and rostering in a 24/7 environment
- Navigating complex student wellbeing and behavioural matters
- Maintaining consistency across multiple boarding settings
- Meeting high expectations of families and stakeholders
- Ensuring compliance in an increasingly regulated environment

## Ideal Candidate

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### Mandatory Requirements

- Current Queensland Blue Card (Working with Children Check)
- Relevant leadership experience in boarding or residential education
- Demonstrated experience leading teams and managing complex operations
- Strong understanding of student wellbeing and pastoral care

### Skills and Abilities

- Strong leadership and people management capability
- Excellent communication and relationship-building skills
- High level organisational and operational capability
- Sound judgement and decision-making under pressure
- Ability to lead change and continuous improvement

### Knowledge

- Understanding of boarding school environments and best practice
- Knowledge of child protection, WHS, and compliance frameworks
- Familiarity with school operations and student management systems

## Residential Requirement

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This is a residential position requiring a visible, active, and consistent presence within the boarding community, including evening and weekend responsibilities.

The residential nature of the role is recognised within the overall remuneration package, which includes accommodation and utilities.