



Head of Year 8 Boarding

St Joseph's Nudgee College is a Catholic boarding school in the Edmund Rice Tradition for boys in Years 5-12. The College caters for students from the local Brisbane area, regional and remote Queensland, interstate and overseas. We uphold the values of Edmund Rice Education Australia (EREA) in providing quality Catholic education to students.

The College first and foremost educates young men and promotes their formation in Christian virtue and conscience. As members of an inclusive faith community, each of us strives to be a visible Sign of Faith, *Signum Fidei*. We engage in partnerships where each person is empowered and enriched. Our community enjoys and celebrates life with creativity and passion. We respect the dignity of the individual and value their story.

Team Information

This position is a member of the Boarding Leadership Team, and reports to the Head of Boarding House, Director of Boarding and/or Dean of Boarding. The Boarding team is responsible for the care, support and formation of boarders throughout their time at the College. This team works to provide a home away from home for boarders, developing and maintaining a safe, nurturing and responsive environment that provides boarders with opportunities for holistic development. Integral to this team's success is the ability to create and promote an active and vibrant Catholic boarding community.

O'Brien house consists of a Head of Boarding House (HoBH), two Heads of Year (HOY) (Head of Year 7 and Head of Year 8) and a House Mother. Whilst the HOYs have oversight and input into the leadership of the entire house, each HOY will also assume primary responsibility and pastoral oversight of their allocated group of students.

Key Professional Relationships

Head of Year 8 Boarding, Head of Boarding House, Director of Boarding, Dean of Boarding, Dean of Students, students and parents.

Head of Year 8 Boarding

The Head of Year 8 Boarding (HOY8) is a vital pastoral figure and leader in the Nudgee boarding community. The HOY8 will support the Head of Boarding House in the effective leadership and management of the Boarding House. Boarder wellbeing and safety are at the core of this position, necessitating the requirement for high standards of duty of care. This role is responsible for developing and maintaining a safe, nurturing and responsive environment that provides boarders with opportunities to develop spiritually, intellectually, emotionally, socially and physically. The role requires the HOY8 to gain an intimate understanding of the boys in their care through personal interactions and observation. This role also plays a pivotal role in preventing poor behavioural choices and responding to unfavourable conduct as needed.

Other key responsibilities include modelling expectations, communicating with families, reading and compiling reports, overseeing daily processes and generally contributing to boarders' holistic education. This role requires dedication, flexibility, initiative, maturity, discretion and sensitivity to individual boarders needs.

In addition, as a leader in the boarding community, the Head of Year 8 Boarding should demonstrate a commitment to professional and personal growth. The school will provide regular opportunities for professional development, which should be met with enthusiasm.

This role is a residential position with accommodation provided on-site. The position lends itself to someone who is invested in the community and willing to be present at times when they are not "on duty". Additionally, family members of the successful HOY8 would be welcomed as a part of the Nudgee Boarding Family.

This position is a teaching position within Nudgee College with an adjusted teaching load.

Expected Knowledge, Attributes and Competencies

- Considered approach to holistic education.
- A passion for residential care and education.
- Belief in the benefit of an all-boys, boarding education.
- Understanding of students' needs and individual differences.
- Excellent interpersonal skills, including experience with adolescent males.
- Patience and tolerance for student support and guidance.
- Demonstrated ability to work autonomously and in a team setting.
- Ability to listen and communicate effectively.
- High-level problem-solving skills.
- Ability to translate planning into action.
- Excellent organisational skills.
- A high degree of professional judgement and confidentiality.

Primary Duties

Leadership

- Establish a positive, supportive and engaging environment within the boarding house
- Provide professional guidance and assistance to boarding staff to develop and promote best practice.
- Assist with the implementation of Formation for Boarding students within the Boarding house.
- Work with the Head of Boarding House to set the tone of the boarding house.
- Serve as a vital presence in and around the Boarding Village.
- Lead the boarding house at rostered times

Faith

- Assist with actioning faith programs, providing meaningful opportunities for faith formation for boarders.
- Use the charism of Edmund Rice and the Catholic Church to guide the boarders.
- Live according to the Gospel values.

Pastoral Care

- Assume responsibility for pastoral care, catering for the physical and emotional wellbeing of allocated boarders.
- Gain an understanding of boarders' personal, academic and educational needs.

- Ensure that boarder wellbeing is the primary focus of the role.
- Develop and maintain an environment in which the dignity of the individual is nurtured and protected.
- Implement programs developed for the social education of the boarders.
- Maintain effective communication with parents/guardians in relation to their son's progress and development.
- Exercise leadership and Duty of Care.
- Monitor and respond to behaviour of boarding students on and off campus.
- Ensure that students conform to College grooming standards and codes of conduct.
- Liaise with the Head of Boarding House on any serious matters concerning students and/or parents.
- Maintain awareness of upcoming events for students by monitoring the calendar
- Liaise with the College Counsellors to provide mental health/wellbeing support for boarders.
- Promote an ethos of care with regard to the use of property, College resources and the environment.

Academic Achievement/Personal Development

- Assist the Boarding Academic Coordinator and the Head of Boarding House in the implementation of new and existing programs to support boarders in achieving excellence in their academic pursuits.
- Promote and encourage a positive homework and study environment.
- Monitor students' academic progress, liaising with Academic staff to improve learning and study habits.
- Assist boarders in the completion of assigned tasks in the absence of parental supervision.
- Encourage the use of the academic support provided.
- Develop cooperative opportunities for boarders to enhance learning and assignment tasks.
- Review the assessment calendar to understand the workloads of Year 8 and support students appropriately.
- Ensure students are actively involved in extracurricular activities.
- Develop and apply strategies to assist and support students in terms of positive behaviour, dress and deportment.

Administration

- Read and compile thorough duty/incident reports.
- Assume responsibility for the efficient and effective management and operation of the Boarding House.
- Attend and contribute to Boarding Leadership Team Meetings and Boarding Staff Meetings.
- Follow processes in order to add hosts, approve leave and manage the Orah system.
- Supervise the work undertaken by the Boarding staff in the Boarding House.
- Maintain a safe environment for Boarding students by being vigilant about Health & Safety issues.
- Coordinate and monitor all leave arrangements for Year 8 Boarders.
- Attend and contribute to Boarding meetings.
- Complete boarding reports in conjunction with other Senior Staff

Communication and Community Engagement

- Develop and maintain clear lines of communication with staff, students and families.
- Act as a pivotal point of contact for parents of Year 8 Boarders.
- Act as the contact person for staff regarding matters involving Year 8 Boarders.
- Provide updates for families on their son's progress. This may include informal updates through community social media groups (as per the policy and protocols).
- Attend Regional Tours and promotional events as requested/required.
- Attend community events as requested/required.
- Contribute to a positive, Catholic community in the boarding Village.
- Promote Nudgee College Boarding in the wider community.

- Assist with Enrolment Interviews

Mandatory Requirements

- Current registration with Queensland College of Teachers (or ability to obtain).
- Duty of Care certification (or willingness to obtain).
- Current First Aid qualification.
- Current Drivers' Licence.
- Employment at the College is subject to Commission for Children and Young People and Child Guardian legislation.

Selection Criteria

- Demonstrate commitment to goals and aims of Catholic education in the tradition of Edmund Rice.
- Be professionally competent, ensuring day-to-day behaviours/presentation reflect school values.
- Substantial knowledge of and experience in working with adolescent males.
- Demonstrated excellence in working under pressure in collaboration with others in a team.
- Ability to demonstrate compassion and understanding in handling sensitive personal matters.
- Highly developed communication and life skills.

Position Details

- This position is a Full Time position.
- This is a teaching role. The teaching component is 80%.
- The remuneration package for this position includes:
 - Teacher classification (as applicable)
 - Responsibility Allowance of \$9,031.00 per annum
 - On-site accommodation
 - Use of all College facilities
- This position is under the Catholic Employing Authorities Single Enterprise Collective Agreement.

This position is under the current Catholic Employing Authorities Single Enterprise Collective Agreement.

Negotiable with the Dean of Boarding: accommodation, use of College facilities (library, sporting areas).

The Head of Year 8 Boarding will be expected to perform all tasks and duties assigned to the role and will be required to work whatever reasonable hours are necessary to get the job done. This may include weekend work and after-hours work and to be contactable by phone at all times. Whilst there is some flexibility in working hours, as long as the position goals are achieved, there is no structured time off in lieu.

Additional Factors

- Mandatory attendance at general Boarding meetings and Boarding-related meetings.
- Attendance at professional development opportunities on an annual basis.
- Flexibility with working hours is an expectation of this position.
- The Principal and the Deputy Principal may direct the completion of other reasonable, relevant duties.
- The College reserves the right to modify this position to meet its operational needs.
- Any damage to accommodation should be reported, with explanation, to the Director of Property & Services. Wilful damage must be paid for in its entirety and may jeopardise employment at the College.

Employment at Nudgee College

Prospective applicants should consider that all employees at the College are expected to:

- Support the ethos and aims of Catholic education in the Edmund Rice Tradition;
- Operate with Gospel Values of compassion, justice, truth and service at the core of your dealings with students, parents, staff and the wider community;
- Have an awareness of, and support for, The Charter of Schools in the Edmund Rice Tradition and key EREA College's policies, procedures and practices;
- Be familiar with and have the ability to work towards achieving goals outlined in the Strategic Plan;
- Display a high level of professional competency and ensure behaviour and personal presentation reflect the College's values and professional expectations;
- Develop the notion of team wherever possible, encouraging cohesion and enthusiasm;
- Be committed to self-development and ongoing professional development;
- Be supportive of the social justice, cultural and sporting co-curricular programs of the College;
- Have knowledge/awareness of Workplace Health & Safety, Equal Opportunity and Anti-Discrimination requirements applicable in the work environment;
- Respond to the operational needs of the College and to other duties directed by the Principal or Deputy Principal, when required.

This position description was last reviewed in June 2026 by the Dean of Boarding.

Other Information

Working with Children

Applicants must possess (or be eligible to obtain) and maintain a current Working with Children Check - Blue Card Queensland or be registered with and maintain registration with the Queensland College of Teachers.

Student Protection

All employees are required to familiarise themselves with the EREA College's Student Child Protection Policy and Processes. It is required they will have a responsibility for the promotion and safeguarding the welfare of students with whom they come into contact and ensure compliance with EREA College's Child Protection Policy at all times. If during the course of carrying out their duties, an employee becomes aware of any actual or potential risks to safety or welfare of children in the College, they must report any concerns immediately.

Agreement

I acknowledge that I have read and understood the above duties, expectations and requirements specific to the position. I confirm that my skills and/or qualifications meet the requirements for this position.

Name: _____ Signature: _____ Date: _____