



# WAVERLEY Christian College

*Allow God's story to transform yours*



## Narre Warren South Head of Primary

Information for Applicants





# Waverley Christian College

Waverley Christian College is a culturally diverse Christian co-educational school seeking to offer students a vibrant and quality Christian educational experience. We seek to provide a dynamic learning environment where children are inspired to develop their God-given abilities in an atmosphere of genuine love, care and support. With campuses in Wantirna South and Narre Warren South, Waverley Christian College has an enrolment of over 2400 students with 400 staff across both campuses in 2023.

The most important things in life, according to Jesus Christ, are loving God and loving others. These are the foundational values of Waverley Christian College and govern all that we seek to be and do, as we learn and work together. In dependence on the grace of our Lord Jesus Christ, we endeavour to be a school community that reflects His life and values.

## OUR HISTORY

Founded in 1978, the College relocated to its present site in Wantirna South in 1989. The College has experienced steady growth over this time with a current enrolment of around 1300 students, with approximately 650 children enrolled in the Kindergarten and the Primary School and 650 students enrolled in the Secondary School.

In 2012, the College commenced operations at a new campus in Narre Warren South, with approximately 150 students, initially offering classes from Prep to Year 7. The Secondary School has since extended to Year 12, with enrolments growing to over 1000 students in 2023.

## OUR VISION

To see a generation of young people impacting their community, nation and the world for the Lord Jesus Christ.

## OUR MISSION

The College is committed to providing Christian families with the opportunity to have their children educated from a Christ centred, Biblical perspective and to prepare young people for effective ministry and service within society

Our distinctives include developing a culture of high expectations, encouraging our students in authentic faith in Jesus Christ, and developing a faithful Christian community among our students and staff.

## FOUR LOVES

The foundational values of the College have always been loving God and loving Others (Matthew 22:37-39). These are the most important things in life, according to Jesus Christ. As an educational institution, we also believe in cultivating in our graduates and indeed, throughout their school experience, a love of Learning and a love of Life.

**Love God;** know Him, know His story, let his story transform

**Love Others;** know His people, know His heart, all people matter to God

**Love Life;** know His virtues, know The Way, live a flourishing life

**Love Learning;** know His world, seek understanding, be responsive disciples

## OUR VALUES

**FAITH** - Our belief in God as Creator, Saviour, and Sustainer of all.

Our affirmation that Jesus Christ is the Son of God, Saviour and Lord. Our acceptance of God's Word, the Bible, as our rule for faith and practice. Our reliance on God in prayer. Our dependence on God and His grace. "But because of His great love for us, God who is rich in mercy made us alive with Christ. ... it is by grace you have been saved". Ephesians 2:4-5

**RESPECT** - Valuing ourselves and others because all people matter to God and have been created in the image of God.

"You shall love your neighbour as yourself" Mark 12:31

**EXCELLENCE** - Doing everything to the best of our ability for the glory of God.

"Whatever you do, work at it with your whole heart, as working for the Lord" Colossians 3:23

**LOVE** - Seeking others' highest good.

"Greater love has no one than this: to lay down one's life for one's friends." John 15:13

**INTEGRITY** - Being true to what we believe; acting with courage in accordance with Christian principles of moral and ethical behaviour.

"Show yourself in all respects to be a model of good works, and in your teaching show integrity, dignity, and sound speech that cannot be condemned ..." Titus 2:7-8

**COMMUNITY** - Functioning together in a healthy and constructive way. Being good stewards of our God-given resources. Serving each other with joy and encouraging each other by using our gifts and abilities for each others' good, and for the wider community, both locally and overseas.

"If you have any encouragement from being united with Christ, if any comfort from his love, if any fellowship with the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and purpose."

Philippians 2:1-2

**WISDOM** - Wise application of learning and knowledge, understanding, good judgement, discernment; insight into the true nature of things.

"A wise person will hear, will increase in learning." Proverbs 1:5



# The Role

The Head of Primary is a member of the Senior Management Team and is responsible to the Head of Campus for the oversight and management of the Primary School at Narre Warren South Campus. The Head of Primary is committed to the College's Christian ethos and values and will provide leadership in the day-to-day management of staff, students, curriculum and activities of the Primary School. This is a full-time position commencing in January 2026, after the retirement of our well-regarded current Head of Primary at the end of 2025.



## Key Responsibilities

### FAITH

- Honour God and seek His direction and wisdom in every area of school life
- Establish and maintain a strong Biblically-based atmosphere that guides all relationships, activities and conversations
- Engage students and staff in activities which enhance faith and builds biblical literacy (eg. Chapel Services and staff devotions)
- Uphold the Mission, Vision and Values of the College
- Be able to think strategically, and align one's own vision with that of the College

### LEADERSHIP

- Provide and develop strategic, sustainable leadership and evidence-based decision making, and effective role modelling.
- Act as part of the Senior Management Team, providing leadership, strategic direction and oversight
- Empower Primary Team Leaders in taking an active role in the ongoing review, development and implementation of curriculum and activities
- Foster strong positive relationships with other like-minded schools
- Manage the Primary School budget and allocation of resources to Primary School activities
- Facilitate and lead appropriate staff meetings

### STAFF

- Develop productive teams with a high regard for community and wellbeing including:
  - Meeting regularly with the Deputy Head of Primary and Primary Head of Teaching and Learning and as part of the Primary Senior Leadership Team
  - Meeting regularly with the Primary Team Leaders to discuss leadership development, curriculum, priorities and management of the Primary School
  - Meeting regularly with the Head of Campus
  - Meeting regularly with the Head of Primary at the other Campus
  - Attending relevant committee meetings as required; eg: Teaching and Learning Committee, Risk Management Working Group, ICT Committee etc
- Take responsibility for, and be directly involved in, the appointment of teachers and support staff
- Prepare and annually review teacher allocations
- Oversee new staff induction including observations and appraisals
- Oversee new staff mentoring and registration process
- Oversee wellbeing of staff
- Maintain a high professional standard amongst staff

- Embed a culture of professional growth, including the development of Individual Professional Learning Plans, Professional Learning Teams, approval of Staff professional development and ensure annual Staff Development Reviews are undertaken
- Oversee employment and use of Casual Relief Teachers (CRTs)

## COMMUNITY

- Give high priority to relationships, ensure quality wellbeing and encourage an attitude of service
- Work in partnership with parents and staff to maximize school community involvement and satisfaction
- Ensure regular connection with key College relationships
- Facilitate, support and encourage community building activities such as school assemblies, curriculum and parent evenings, Mothers' / Fathers' Day stalls, Community BBQs and whole school events (eg. presentation nights and graduation ceremonies)
- Maintain an environment that ensures children feel safe and are safe
- Promote a transformational culture in student wellbeing and behaviour management
- Promote and encourage an active Parents' Association and parent volunteer support
- Oversee the Out of School Hours Care Program

## EDUCATION

- Foster student engagement, develop quality teaching and learning, and increase student understanding and outcomes
- Have a strong understanding of current educational trends, practices and policies
- Oversee the College's Kindergarten
- Oversee curriculum development and review
- Lead and support the Primary ICT program, encouraging creativity and problem solving, in a safe and efficient environment
- Oversee the Learning Enrichment and Program Support (LEAPS) in the Primary School
- Oversee assessment and reporting
- Provide daily management of the Primary School including:
  - Appropriate communication of College procedures and curriculum programs (eg: Parent and Student Information Booklet, Student Diary, Curriculum Guides etc)
  - Addressing parental concerns
  - Oversight and approval of excursions
  - Approval of external communication
  - Maintaining a high standard of uniform and a clean environment
- Conduct student enrolment interviews

# Key Relationships

- Senior Management Team
- Head of Campus
- Deputy Head of Primary
- Head of Teaching and Learning
- Student Wellbeing Coordinator
- Learning Technologies Coordinator
- Learning Support Coordinator
- Director of Learning Support
- Director of Teaching and Learning



# Mandatory Criteria

With a clear strategic plan, a Positive Education and wellbeing focus, we are looking for an individual who:

- Has a clearly articulated, lived strong personal faith
- Has a collegial, inspirational and capable educational leadership approach
- Demonstrates excellent academic and well-regarded leadership credentials
- Demonstrates a strong commitment to positive leadership
- Enjoys a continuous improvement approach to enhance the learning experiences, outcomes and instil a love of learning in primary students.
- Demonstrated leadership in Primary and Kindergarten Roles
- Inclusive, collegiate and supportive leader
- Budget management and continuous improvement focus
- Holds a suitable academic qualification
- Holds a current teacher registration with the Victorian Institute of Teaching

# Child Safety Commitment

Waverley Christian College is committed to safety and well being of all children and young people. This will be the primary focus of our care and decision-making. Waverley Christian College has zero tolerance for child abuse.

Waverley Christian College is committed to providing a child safe involvement where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. Every person involved in Waverley Christian College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the well being and safety of all children and young people is at the forefront of all they do and every decision they make.

Consistent with the recommendations provided to the Royal Commission by the Australian Children's Commissioners and Guardians (ACCG), Waverley Christian College, in its planning, decision-making and operations will:

- Take a preventative, proactive and participatory approach to child safety
- Value and empower children to participate in decisions which affect their lives
- Foster a culture of openness that supports all persons to safely disclose risks of harm to children
- Respect diversity in cultures and child rearing practices while keeping child safety paramount
- Provide written guidance on appropriate conduct and behaviour towards children
- Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development
- Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues
- Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities
- Share information appropriately and lawfully with other organisations where the safety and well being of children is at risk
- Value the input of and communicate regularly with families and carers in the life of the Campus.

The Head of Campus is responsible for creating a culture that embraces Child Safety, ensuring that the College's Child Safety policies and procedures are outworked.

# Benefits

- A generous salary package commensurate with the Victorian Government Educational Sector, including a fully maintained motor vehicle
- A range of salary packaging options
- School fees discounts for staff whose children attend the school (after 12 months)
- Paid parental leave
- Flexible work opportunities
- Career and leadership professional development opportunities
- Employee Assistance Program
- Wellbeing Initiatives
- Friendly and collegial community to work with

# How to Apply

For a confidential conversation please contact Mark Crnkovic, on +61 3 8765 7700

Applications for this role should include:

## **CANDIDATE STATEMENT**

A brief Statement of Application (no more than two pages) reflecting on your past and current experiences, provide an outline of what you feel you would bring to this role and what you would expect to accomplish.

## **CURRICULUM VITAE COVERING**

- Full name, home address, confidential email address and mobile contact details
- Nationality and citizenship or confirmation of right to work in Australia
- Positions held, dates, scope of responsibilities and key achievements
- Details of education and qualifications
- Any other relevant information, such as involvement in professional and community activities.

## **REFEREES**

Full contact details of referees (three professional referees and a pastoral letter of reference). Referees will be contacted only after prior consultation with you.

The preferred method of application via our website [www.wcc.vic.edu.au/careers](http://www.wcc.vic.edu.au/careers). All applications will receive a response.

The closing date is Monday 16 June 2025.

Date of Commencement: January 2026

The successful applicant will be expected to satisfy child protection screening and adhere to the College's Child Protection Policy. They may also be asked to undertake leadership and psychometric assessments in the final stage of the process.

Waverley Christian College is committed to protecting the interests and safety of our students. We have zero tolerance for child abuse. All staff are responsible for the safety, care and wellbeing of children.



# WAVERLEY CHRISTIAN COLLEGE

1248 Hight Street Road, Wantirna South Vic 3152

college@wcc.vic.edu.au www.wcc.vic.edu.au Tel: +613 9871 8600

20 College Drive, Narre Warren South Vic 3805

nws@wcc.vic.edu.au www.wcc.vic.edu.au Tel: +613 8765 7700

ABN: 48 847 193 961 Reg No: A0018722X





# WAVERLEY CHRISTIAN COLLEGE Inc

1248 High Street Road, Wantirna South Vic 3152  
college@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 9871 8600  
20 College Drive, Narre Warren South Vic 3805  
nws@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 8765 7700



## Position Description

<b>Position:</b>	Head of Primary
<b>Campus:</b>	Narre Warren South
<b>Employment Status:</b>	FTE 1.0
<b>Reports Directly To:</b>	Head of Campus

### Role

The Head of Primary will be an outstanding educational leader who is committed to the College's Christian ethos and values. The Head of Primary will provide leadership to, and day to day management of, the staff, students, curriculum, and activities of the Primary School. The role of the Head of Primary is to strengthen the operations of the Primary School and provide support to the Head of Campus.

### Ministry Specifications

- Select new teaching and support staff for the Primary School
- Prepare the Primary School budget and allocate resources to Primary School activities
- In conjunction with the:
  - Student Wellbeing Coordinator, Coordinators and LEAPS staff; staff and student welfare and discipline
  - Coordinators; be responsible for teacher allocations
  - Primary Head of Teaching and Learning (HoTL); curriculum review and development, and timetable, and observe new staff in the classroom with separate appraisals
- Maintain a high professional standard amongst the teaching staff
- Meet regularly with the Head of Campus, Primary HoTL, and Director of Learning Support
- Meet regularly with Primary Coordinators to discuss curriculum issues, priorities and management
- Liaise with the Head of Primary at the other Campus
- Recommend new policies and initiatives to the Head of Campus and Senior Management Team (SMT)
- Attend Teaching and Learning Committee meetings and relevant ICT meetings
- Promote co-curricular activities, scholarships and leadership opportunities to students
- Empower Curriculum leaders in taking an active role in the ongoing review, development and implementation of policy in the Primary area
- Oversee VIT mentoring and registration process for Primary Teachers
- Conduct annual staff appraisals
- Organise Staff and Student Handbooks

### Oversee:

- production of the Primary School Diary
- implementation of the New Staff Induction Program
- the Parents' Association and its activities
- the Out of School Hours Care (Bible Club)

- Graduation Ceremonies and Primary Presentation Evening
- Organise Casual Relief Teachers (CRTs)
- Take an active role in Chapel Services
- Provide daily management to the Primary School, including:
  - addressing parental concerns
  - approval of external communication
  - oversee Professional Development processes including approval of staff Professional Development and excursions
  - school assemblies
  - conducting staff meetings, parent meetings, curriculum evenings, community building activities (e.g. Mother's/Father's Day stalls, year level barbeques)
  - in conjunction with Coordinators and Primary Teachers, oversee day to day procedural matters (including uniform)

### **Inherent Requirements of the Position**

#### **Teaching Staff - General**

- Contribute proactively to a culture of child safety
- Prolonged periods of standing
- Voice projection
- Some bending, crouching and stretching
- Standing tasks requiring twisting and turning
- Ability to administer first aid
- Occasional lifting and carrying
- Using computer for prolonged periods of time
- Able to work in an outdoor environment and differing weather conditions, including camps, excursions, yard duties, etc.

#### **Occupational Health and Safety Responsibilities**

- Ensure, so far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards via the reporting system on the Staff Portal as soon as possible

#### **Administration / Duties**

As part of your teaching role, you are expected to participate in a range of duties beyond classroom responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Attendance at school meetings and staff devotions
- Official functions within school time (assemblies, chapel, concerts, sports events)
- Official functions outside of normal school hours e.g. presentation night, Parent BBQ's
- Professional Development days, Staff Retreat, end of year Staff Luncheon
- Parent-Teacher Interviews
- Participation in the General Working Bee



- Excursions, camps, competitions and other relevant curricular and co-curricular activities

**College expectations of you include:**

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code
- The ability to carry out all administrative practices at the classroom level in a competent and professional manner. This covers, but is not limited to, keeping accurate Attendance Records, distribution of notices and newsletters, organization of resources, and care of furniture and property
- Accurately and appropriately complete all tasks of planning, evaluation and record keeping
- Maintain accurate records of student achievement including student profiles
- Provide a comprehensive 'hand over' of each student's performance/progress/needs to the following year's teacher
- Provide high quality reports to parents, both oral and written, and respond appropriately to written communiques
- Undertake yard and other supervision duties as required, and exercise responsibility for the welfare of students

Some duties will need to be performed at times other than during the school day or when students are in attendance, including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.

**Other Key Relationships**

- Senior Management Team
- Deputy Head of Primary
- Student Wellbeing Coordinator
- Learning Technologies Coordinator
- Learning Support Coordinator
- Director of Teaching and Learning