



WAVERLEY Christian College

Allow God's story to transform yours



Narre Warren South Head of Secondary

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 2025.

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 Secondary is a member of the Senior Management Team and is responsible to the Head of Campus for the oversight and management of the Secondary School at the Narre Warren South Campus. The Head of Secondary 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 Secondary School. This is a full-time position commencing in January 2026.



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 Secondary 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 Secondary School budget and allocation of resources to Secondary 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 and Head of Teaching and Learning and as part of the Senior Leadership Team
 - Meeting regularly with the Secondary Heads of Department and Year Level Coordinators to discuss leadership development, curriculum, priorities and management of School
 - Meeting regularly with the Head of Campus
 - Meeting regularly with the Head 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 among 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

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 curriculum development and review
- Lead and support the ICT program, encouraging creativity and problem solving, in a safe and efficient environment
- Oversee the Learning Enrichment and Program Support (LEAPS) in the School
- Oversee assessment and reporting
- Provide daily management of the 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

STUDENT

- Oversee student welfare and discipline (in conjunction with Heads of Department and YLCs)
- Ensure adherence to the College's behaviour, uniform, and other related policies
- Promote student participation, excellence and engagement in all College activities
- Promote co-curricular activities, scholarships and leadership opportunities to students
- Oversee the Secondary School House Activities program
- Assist, mentor and encourage House and School Captains in their role

Key Relationships

- Senior Management Team
- Head of Campus
- Deputy Head of Secondary
- 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 students.
- Demonstrated leadership in 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. All applications will receive a response.

The closing date is Friday, 29 August 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

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Position Description

Position:	Head of Secondary
Campus:	Narre Warren South
Employment Status:	FTE 1.0
Reports Directly To:	Head of Campus

Role

The Head of Secondary will be an outstanding educational leader who is committed to the College's Christian ethos and values. In conjunction with the Head of Campus, the Head of Secondary will provide leadership to, and the day to day management of, the staff, students, curriculum and activities of the Secondary School.

Ministry Specifications

Role

- As a member of the Senior Management Team (SMT) attending all SMT meetings as scheduled
- Provide input to policy development and review as a member of the NWS Management Team
- In conjunction with the:
 - Head of Campus, select new teaching and support staff for the Secondary School
 - Secondary Head of Teaching and Learning (HoTL), ensure compliance with the VIT registration process
 - Head of Campus and HoTL, provide input to the Staff Development Review process and conduct reviews as appropriate to role
 - Director and Head of Teaching and Learning, ensure appropriate curriculum review and development is occurring
 - Director of Learning Support, oversee the Learning Enrichment and Program Support (LEAPS) in the Secondary School
 - Year Level Coordinators (YLC) and staff with specific duties; coordinate Secondary Presentation Evenings
- Prepare and manage the Secondary School budget and allocation of resources to Secondary School curriculum and activities
- Be responsible for the welfare of staff in the Secondary School
- Maintain a high professional standard among the teaching staff
- Oversee the production of the Secondary timetable
- Prepare teacher allocations
- Be responsible for the various rosters required for the smooth running of the Secondary School
- Oversee the assessment and reporting procedures within the Secondary School, including Parent/Teacher Interviews and half year and end of year reports

- Organise Emergency Teachers
- Manage fundraising activities
- Prepare for and subsequently implement the campus' VCE, VCAL and VET programs

Students:

- Conduct new student enrolment interviews
- Oversee student welfare and discipline (in conjunction with Heads of Department and YLCs)
- Ensure adherence to the College's behaviour, uniform, and other related policies
- Promote student participation, excellence and engagement in all College activities
- Promote co-curricular activities, scholarships and leadership opportunities to students
- Oversee the Secondary School House Activities program
- Assist, mentor and encourage House and School Captains in their role

Daily Management of Secondary School:

- Address parental concerns
- Approve external communication
- Approve staff Professional Development and excursions
- Organise and conduct school assemblies
- Attend and be involved in Chapel
- Conduct staff devotions and prayer
- Conduct staff and parent meetings
- Oversee the production of Staff and Student Handbooks, and Curriculum Guides
- Oversee day to day procedural matters in conjunction with the Heads of Department, Year Level Coordinators and classroom teachers
- Assist with arranging and conducting Special Events

Liaison with Other Staff:

- Meet regularly with the Secondary HoTL
- Meet regularly with Heads of Department and YLCs
- Attend Learning and Teaching Committee Meetings and relevant Learning Technology Meetings
- Liaise regularly with Head of Secondary at the other campus to ensure consistency of communication and protocols

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, first day for all staff, 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.