



St Columba
Anglican School

POSITION PROSPECTUS

HEAD OF PRIMARY



St Columba Anglican School acknowledges the World's oldest continuous culture and the traditional custodians of the lands across our Nation. We acknowledge that we are privileged to live, learn and play on the unceded lands of the Birpai people. As custodians of Country, culture, language and knowledge, we extend our respects to all First Nations Elders past and present, and their ongoing connection to land, waterways and skies.



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OUR SCHOOL

At St Columba Anglican School we encourage the intellectual, spiritual and cultural development of each student through excellence in teaching, in a caring, Christian environment.

To understand where St Columba stands today, it is worth looking back at the remarkable trajectory of the last 25 years. What began as a modest educational vision is now a vibrant, deeply connected community that balances a rigorous, future-focused curriculum with a profound commitment to the wellbeing of every child. The School provides complete, contemporary co-education from the Early Learning Centre to Year 12, based on the School's values and its Anglican traditions.

St Columba employs over 100 full-time and part-time teachers, supported by teachers' aides, administrative and grounds staff. The School currently has over 1200 students in Kindergarten to Year 12, as well as 35 students in Pre-Kindergarten and over 100 in Columba Cottage Early Learning Centre.

The School is governed by a School Council appointed under the aegis of the Anglican Diocese of Grafton. St Columba is one of five independent schools in the Diocese who meet under the banner of the Diocesan Schools Network.

Over the past quarter-century, St Columba has experienced significant growth - not just in student numbers and world-class facilities, but in our reputation for academic excellence, holistic care and educational innovation. We have evolved from a young, developing school into a regional leader, consistently pushing the boundaries of what regional education can achieve.

Our Primary School is the engine room of this journey, where the foundations of curiosity, resilience, and character are built. We are not a school that stands still, we are constantly refining our practice, embracing evidence-based pedagogy and ensuring our students are equipped to thrive in an ever-changing world.

Thank you for your interest in the position of Head of Primary at St Columba. This is a pivotal leadership role at an exciting juncture in our school's journey and I am delighted that you are considering joining our community.



VISION, VALUES AND STRATEGIC IMPERATIVES

As our next Head of Primary, you will inherit a dedicated, highly professional staff team and a student body full of energy and potential. You will have the autonomy to shape the next chapter of our Primary School's story, building upon our strong foundations while bringing fresh perspectives and visionary leadership to our Primary and Early Learning Centre leadership teams.

If you are a leader who combines high expectations with deep empathy and if you are ready to inspire staff, engage families, and champion the growth of our youngest learners, I encourage you to apply.

Vision Statement

We will transform the lives of our students by offering educational opportunities that will enable them to have lives of purpose, service and engagement.

School Mission

Our aim is to be the most outstanding school in New South Wales. It is the product of the vision of a community - to build a school with access to all who want their children to achieve the highest standards of education and behaviour. Our school is founded on faith. The Christian ethos is present in its caring philosophy and its concern to produce educated leadership. The School is a community school in the sense that its doors are open to all, so long as they are sympathetic to and support the School's Christian foundation.

Our Values

Our values are the heart of our school, driving culture, expectations, behaviours, and decision making. The values, grounded in the Christian understanding of ***Faith, Hope, Truth and Love*** lay the foundation for our purpose and priorities for the future.

Our strategic imperatives are:

- Academic Excellence and Innovation
- Thriving Students and wellbeing
- Staff Excellence and Workforce development
- Our Anglican Foundation
- Stewardship and Financial Sustainability
- Sustainable Infrastructure and Digital Technology
- Governance, Leadership and Community Engagement

[READ OUR STRATEGIC PLAN HERE](#)





THE ROLE

St Columba Anglican School is seeking to appoint a Head of Primary

The Head of Primary School is accountable for the overall successful conduct and performance of the Primary School and the Early Learning Centre and the efficient and effective integration of its activities and processes with other sections of the school within the school's overarching vision.

The Head of Primary School will be:

- A dedicated leader with a high level of communication skills, interpersonal skills and professional behaviour as evidenced by the development of constructive relationships with students and parents and positive relationships with colleagues and the wider community.
- Able to demonstrate an exemplary teaching record as an experienced classroom practitioner.
- Able to demonstrate a working knowledge of contemporary leadership principles and practices.
- Able to promote and foster the pedagogical and pastoral vision of the School in a Primary context with particular reference to pedagogical differentiation, use of educational data and innovative practice.
- Committed to ongoing professional development and personal growth of both self and staff.
- A person holding (or having substantially completed) a postgraduate qualification in educational leadership, at Master's level or a HALT Accreditation.

General Information

- Reports to: Principal
- Status: Member of the School Executive
- Full-time with 0.2FTE teaching load



ATTRIBUTES AND EXPECTATIONS

The successful applicant will:

Essentials

- Successful leadership and management experience
- Postgraduate leadership qualifications (or currently studying), or equivalent experience
- Active and practical understanding of Anglican School culture
- Supportive of the Christian ethos of the School
- Financial and personnel management experience

Specific Requirements

- Proven ability to think and act strategically to improve school performance
- High level of written, spoken and digital communication skills
- Ability to foster a positive staff culture
- Proven ability to plan, activate and follow through on projects
- Proven ability to deal effectively with parents, students and staff
- Proven ability and willingness to have effective critical conversations to improve performance from staff and students
- Knowledge of and practical experience with NESA requirements
- Experience in employing and appraising staff
- Awareness of the need for confidentiality

Personal Attributes

- Effective communicator and collaborator
- Willing to take on difficult tasks
- Determined to work towards success
- Empathetic, caring and committed to staff wellbeing

General Skills Required

- Ability to work effectively with the Principal to implement strategy
- Ability to successfully lead initiatives and focus on continuous improvement
- Ability to mentor middle management



KEY RESPONSIBILITIES

RESPONSIBILITIES IN THE PRIMARY SCHOOL

- The successful day to day operation of the Primary School
- Leadership, management and professional development of staff
- Leading the tone and management of the Primary School
- Oversight of the pastoral care and academic progress of Primary students
- Be the major communication channel with parents of students
- Ensure that, in conjunction with the Administrative and Compliance staff, the School meets its statutory requirements
- Ensuring the Primary School meets all NESA registration requirements.
- Assist with the future planning of the School
- Be an example of lifelong learning through continual personal professional development
- A close, effective and professional relationship with the Principal

SCOPE OF SPECIFIC DUTIES:

School Leadership

- Be an active member of the school's executive team
- Be fully aware and supportive of the school's overall Christian mission and vision for excellence
- Represent the school, as required, at school and public events
- Work to ensure effective and efficient collaboration and cooperation between all areas of the Pre-K-12 school and Columba Cottage Early Learning Centre
- Deputise for the Deputy Principal, as required

Growing Leaders

At St Columba Anglican School, we believe that leadership is a force for transformation: one that ripples through our community, impacting lives and shaping futures. Our Growing Leaders program serves as our compass, guiding the development of leaders who will carry forward our mission of educational excellence and community service. View our [Growing Leaders document here.](#)

Educational Leadership

- Ensure a sound knowledge of Deep Learning and other emerging trends in educational theory, learning theory, curriculum design, learning technologies, assessment and methodologies that underpin all learning and teaching programs
- Working to ensure that the Primary School offers relevant, effective, engaging and innovative education to all students
- Working with the Director of Professional Learning to ensure that all staff are actively involved in appropriate and effective professional development and act as active examples of the construct of lifelong learning
- Ensure that all staff are able to access and effectively use educational data to improve teaching and learning
- Liaise with Learning Support to ensure students with diverse learning needs are appropriately supported, while also providing effective opportunities for student extension and acceleration
- Maintain the curriculum in the School in accordance with School Policy and syllabus requirements
- Development, compilation, editing and production of all Stage Academic and Assessment Handbooks
- Work with teaching staff on achieving and maintaining NESA Accreditation
- Effective performance development and management of staff

Student Leadership

- Oversee election of School leaders
- Organise annual student photographs
- Oversee Primary School camps
- Ensure appropriate student presentation, appearance & uniform
- Support active liaison and cooperation between all areas of the School
- Monitoring student involvement in and balance of, academic and co-curricular activities
- Overseeing Primary School student involvement at School functions
- Maintain a system of tracking student development, involvement and achievement within the life of the School
- Assist with transition of new students including enrolment interviews and school tours
- Liaise with School support staff such as Chaplain and Learning Support

Pastoral Leadership

- Ensure the development of a positive, collegial, supportive and professional culture within the Primary staff
- Oversee all aspects of student pastoral care and well-being
- Oversee appropriate student presentation and behaviour
- Development of student personal development opportunities and programs
- Develop a system for recording and tracking students' achievements and attendance, monitor such and act on any concerns
- Leadership of new staff induction programs in Primary

Community Leadership

- Maintain excellent School - home communication channels
- Regularly write/broadcast blogs, reports and interviews to ensure the community are fully aware of the progress of the Primary School and its students
- Develop and activate a range of effective, regular and accurate reporting processes
- Organisation of parent/teacher/student interviews
- Organisation of information evenings relating to aspects of teaching and learning, student wellbeing, co-curricular and sport.

Administrative Leadership

- Provide leadership of the development, maintenance and monitoring of all staff rosters and allocation of replacement classes and employment of casual relief teachers
- Lead Primary Assemblies
- Leadership of formal Primary School events, including Columba Day
- Ensure the Primary School area is always well presented
- Liaise with Executive, Compliance and Facilities staff in regard to WHS matters and ensuring students and staff are fully informed of safety matters
- Provision of material to the Principal for annual reporting documents
- Prepare, adjust and distribute the timetable including the room timetable, relief timetable and staff supervision in collaboration with all school users
- Prepare running sheets and coordinate all requirements for the successful conduct of all formal School Assemblies, Presentation Nights/Ceremonies and End of Year ceremonies
- Develop relevant sections of the Staff Handbook and policy reviews within the School's compliance space
- Maintenance of accurate class lists

Other duties may be allocated from time to time.





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Learning at St Columba

Learning: purposeful and significant, a way of being

Learners: curious, independent, self-directed, work at the edge of their understanding

Teachers: facilitate meaningful learning experiences aligned with the curriculum

Support staff: provide the logistical backbone

Environment: inspiring, collaborative, safe to take risks, mistakes make learning visible, enables belonging

St Columba is a deep learning community where we are all learning together. Our students are engaged in learning that is purposeful and significant to them. They are curious students, who take time to notice and to wonder and drive their own learning. The teachers facilitate this through the use of real-world examples that provide direction to align learning with the curriculum. The support staff provide the logistical backbone to bring this learning to life, enhancing the teachers' efforts to create an environment for student learning where we are comfortable taking risks, where we learn from mistakes and where we continuously work at the edge of our understanding.



The 6Cs of deeper learning



Creativity

Having an 'entrepreneurial eye' for economic and social opportunities, asking the right inquiry questions to generate novel ideas, and leadership to pursue those ideas and turn them into action.



Critical Thinking

Critically evaluating information and arguments, seeing patterns and connections, constructing meaningful knowledge, and applying it in the real world.



Communication

Communicating effectively with a variety of styles, modes, and tools (including digital tools), tailored for a range of audiences.



Character

Learning to deep learn, armed with the essential character traits of grit, tenacity, perseverance, and resilience; and the ability to make learning an integral part of living.



Citizenship

Thinking like global citizens, considering global issues based on a deep understanding of diverse values and worldviews, and with a genuine interest and ability to solve ambiguous and complex real-world problems that impact human and environmental sustainability.



Collaboration

Work interdependently and synergistically in teams with strong interpersonal and team-related skills including effective management of team dynamics and challenges, making substantive decisions together, and learning from and contributing to the learning of others.





APPLICATION PROCESS

It is expected that the Head of Primary will commence in Term 1, 2027, with the possibility of an earlier commencement in Term 4, 2026, if practicable.

How to Apply:

Please apply by forwarding a digital application including a:

- Covering letter addressed to the Principal, Mr Allan Guihot.
- Current Resume stating relevant experience and work history, academic transcripts, and contact details of three confidential referees.
- Current copy of NESA (or equivalent) Accreditation and Working With Children check.

For this role at St Columba, please provide a statement (**no longer than three (3) A4 pages**) outlining your experience and suitability for this position under the following headings:

- *Educational Leadership*
- *Successful Educational Innovation Leadership*
- *Religious and Cultural Leadership*
- *Community Building*
- *Personnel Management*
- *Leadership of Professional Learning*
- *Personal professional learning journey*

Consideration of Applications:

A Selection Committee, including the Principal, will select, assess and interview candidates.

Under child protection legislation the School is required to conduct a Working with Children and Police Check of the preferred candidate.

Proposed timeline:

Applications close - 4th September 2026

First-Round Interviews - Between 14th-18th September 2026

Final Interviews - Late September or early October 2026

Employment Information Collection Notice:

Protecting your personal data is of the utmost importance to the School and we take this responsibility very seriously. Any information obtained is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored. In the event that you make an application to St Columba Anglican School, please be aware that you will be providing the School with personal information.



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