



# WAVERLEY Christian College

*Allow God's story to transform yours*



## Wantirna 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 2200 students with 350 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.

## 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 Wantirna 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 2024, after the retirement of our well-regarded current Head of Primary at the end of 2023.



## 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

# 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

# How to Apply

For a confidential conversation please contact David Lepileo, on +61 3 9871 8600

Applications for this role should include:

## **CANDIDATE STATEMENT**

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

## **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/employment](http://www.wcc.vic.edu.au/employment). All applications will receive a response.

The closing date is Friday, 23rd June 2023.

Date of Commencement: January 2024

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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