



# WAVERLEY Christian College

*Allow God's story to transform yours*



## Appointment of the **DEPUTY PRINCIPAL**

Information for Applicants





# Waverley Christian College

## OUR SCHOOL

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, the College has an enrolment of around 2400 students with 400 staff across both campuses in 2024.

The most important things in life, according to Jesus Christ, are loving God and loving others. These are the foundational values of the 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 experienced steady growth from this time and has 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 2024.

## 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



Following the appointment of our current Deputy Principal, Rod Ramsay, as the next Principal of WCC, commencing in 2025, applications are invited from suitably qualified and experienced educators for the position of DEPUTY PRINCIPAL.

# The Role

The role of the Deputy Principal is to strengthen the operations of the College and to provide support to the Principal. The Deputy Principal is an integral member of the Senior Management Team.

The Deputy Principal is committed to the College's Christian ethos and values and will play a key role in project management, policy development, compliance, child safety, student wellbeing, and strategic planning. This is a full-time position commencing in 2025.



# Key Priorities

## FAITH

- Honour God and seek His direction and wisdom in every area of school life
- Support the development of a positive spiritual tone in the College, attending prayer meetings, Chapel services, and devotions
- Contribute to and support a strong biblically based atmosphere that guides all relationships
- 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

## LEARNING

- Support the development of quality teaching and learning through membership of and contribution to the College's Teaching and Learning Committee
- In conjunction with the Principal, support the Director of Teaching and Learning in fostering engaging and meaningful learning experiences for our students, helping our community to know God and understand His world
- Have a strong understanding of current educational trends, practices and policies

## COMMUNITY

- Prioritise relationships, ensuring our young people have access to quality well-being services and our community is engaged in service to others

- Promote College and community events and functions through attendance and support
- Ensure regular connection with key College relationships

## STAFF

- Support the Principal and the College executives with the employment of staff that are aligned to the College's Vision and Mission, train them well, contribute to the development of productive teams and help build a culture where staff know they are valued
- Be involved in the selection of Senior Leadership staff

## LEADERSHIP

- Support the Principal in building and implementing a strong vision and culture across the College
- In conjunction with the Principal, provide and support the development of strategic, sustainable leadership, evidence-based decision making, and effective role modelling that advances the aims of the College
- Develop policies and protocols in conjunction with Senior leaders
- Ensure a safe and compliant workplace
- Contribute to staff meetings from time to time
- Contribute to, as necessary, and support the development of the College Calendar
- Foster strong positive relationships with other like-minded schools

# Key Responsibilities

## PRINCIPAL SUPPORT

- Deputise for the Principal, as required, including attendance at various internal and external functions and events, and meetings with internal and external stakeholders.

## SCHOOL PROJECTS AND INITIATIVES

- As directed by the Principal, be responsible for managing school projects and initiatives, developing appropriate timelines and objectives and coordinating implementation with other executive leaders of the College
- Current priorities include but are not limited to:
  - Staff Wellbeing through Well Led Schools partnership
  - Biblically-shaped Positive Education
  - Implementation and management of the College's Reconciliation Action Plan
  - Development of sustainable practices and priorities through partnership with ResourceSmart Schools
- Support the Principal with the development and implementation of the College's Strategic Plan
- Coordinate the annual School Improvement cycle, managing the distribution, collection and analysis, together with executive leaders, of the annual satisfaction surveys for staff, students and parents

## STUDENT WELLBEING

- Provide guidance and direction to the Director of Student Wellbeing in support of the College's Student Wellbeing initiatives, priorities and policies in line with the College's Student Wellbeing Policy
- Be responsible for overseeing the College's commitment to Child Safe Standards and ensuring the College's compliance with the standards
- Provide regular reports to the Council's Risk Management Committee on both the ongoing implementation and embedding of policy and practice in relation to the Child Safe Standards
- Provide regular reports to the Council's Risk Management Committee in relation to the College's requirements around Mandatory Reporting and Risk Register Management
- Chair the College's Child Safety and Wellbeing Committee which provides opportunity for student voice into Child Safety
- Provide guidance and direction to the development, embedding and review of the College's suite of Student Duty of Care policies

## COMPLIANCE AND POLICY DEVELOPMENT

- As directed by the Principal, have oversight of the College's commitment to and compliance of the various regulatory and legislative requirements. That oversight consists of, but is not limited to:
  - Attendance (Federal Statistics requirements)
  - CENSUS (Student)
  - CRICOS Legislation
  - Enrolments (including Census Visa requirements)
  - VRQA Minimum Standards and associated audits
- As directed by the Principal, be responsible for the development, embedding and review of various policies associated with the regulatory and compliance requirements of the College
- Liaise with the ISV and various government departments as required
- Liaise with the Risk and Compliance Manager in relation to the various policies developed

## INFORMATION AND COMMUNICATIONS TECHNOLOGY

- Contribute, as a member, to the Information and Communications Technology Committee
- Commit to a continuous development of ICT skills as technologies develop
- Where applicable, provide support to the management of the College's systems and databases



# Key Relationships

Directly supervising:

- Director of Student Wellbeing
- PA to the Deputy Principal

- Member of the Senior Management Team
- Member of the College Executive Team
- Member of the College's School Improvement Team
- Chair the College's Child Safety and Wellbeing Committee
- Chair the College's Cultural Awareness and Understanding Group
- Member of the Teaching and Learning Committee
- Member of the Information and Communications Technology Committee
- Be an active member of relevant professional associations or networks as duties permit (ie. CSA, ISV, etc)

# Mandatory Criteria

The successful applicant must:

- Be a practising Christian with a servant leadership focus and a living, active faith, outworked in their attendance and service at their local church
- Promote the College's Christian ethos in all aspects of personal and College Life
- Hold suitable academic qualifications
- Hold current teacher registration with the Victorian Institute of Teaching
- Have a significant and successful experience in teaching, leading and educational administration

# Key Selection Criteria

The successful applicant must demonstrate:

- Effective leadership experience, with evidence of excellent interpersonal and written and verbal communication skills
- Ability to think strategically
- Experience in successfully motivating others in the pursuit of excellence in education
- Contribution to the spiritual development of staff, students and the wider community
- Proven capacity to work collegially with all levels of an educational environment
- Commitment to continuous improvement and innovation in education
- Active participation in relevant professional networks



# 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 environment 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 wellbeing 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 College.

The Deputy Principal is responsible for supporting a culture that embraces Child Safety, ensuring that the College's Child Safety policies and procedures are outworked.



## APPLICATION PROCEDURE

Applicants for the position of Deputy Principal should include the following information in their application:

### 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.

### SUPPORTING STATEMENTS

- Supporting statements addressing the key responsibility areas and requirements of the position as per the enclosed role description, as well as how your personal values align with the ethos and values of Waverley Christian College
- Statement of philosophy / approach to Christian education and leadership
- The names and contact details of three referees and a pastoral reference who may be approached in confidence about the applicant should be supplied upon request

## CONDITIONS OF APPOINTMENT

The terms of appointment will be negotiable and will be recorded in a written employment agreement.

Commencement will be Term 1, 2025.

The remuneration package will be commensurate with the Victorian Government Educational Sector Principal Class salaries.

The package will be negotiated and will include superannuation and approved expenses in accordance with the role.

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

## BENEFITS

- A generous salary package including a fully maintained motor vehicle
- A range of salary packaging options
- School fees discounts for staff whose children attend the school
- Paid parental leave
- Flexible work opportunities
- Career and leadership professional development opportunities
- Employee Assistance Program
- Friendly and collegial community to work with

Applications to be lodged via our website [www.wcc.vic.edu.au/careers](http://www.wcc.vic.edu.au/careers) by **Monday, 6th May 2024**.

For a confidential conversation, please contact Rod Ramsay on +613 98718600.

The School reserves the right to fill the position by invitation, make an interim appointment or to re-advertise the position.

Further information about the School can be obtained by visiting the website at <https://www.wcc.vic.edu.au>

## WAVERLEY CHRISTIAN COLLEGE

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