HEAD of JUNIOR SCHOOL – Charnwood Campus

RECRUITMENT APPLICANT INFORMATION PACK

Applicant Information Pack – March 2016

Approved by Board on 16 March 2016
INTRODUCTION TO BRINDABELLA CHRISTIAN COLLEGE, CANBERRA

VISION STATEMENT

The vision of Brindabella Christian College is to advance a community of Wisdom, Integrity, Service and Excellence.

BACKGROUND

Brindabella Christian College is a growing, non-denominational, co-educational Early Learning to Year 12 Christian school in the North of Canberra. It enjoys a reputation of being ‘student centered’, with excellence in pastoral care. The College has recently extended its offer to include ELC to Year 12 and is developing a second campus at Charnwood. It is one of a few ‘mid fee’ independent schools in Canberra offering a fully integrated educational program.

For over thirty years Brindabella Christian College, formerly O’Connor Christian School, has provided a holistic approach to education based on Christian values and beliefs.

Beginning with 2 teachers and 29 students in 1980, Brindabella now consists of two campuses in Charnwood and Lyneham with 850 school children, plus 80 children in ELC at Charnwood. Our students are taught to pursue a life of wisdom, integrity, service and excellence in and through Christian education.

Preparing young people in a rapidly evolving world which can be volatile, uncertain, complex and ambiguous, demands that the significant adults in a young person’s life lead and learn alongside them with purpose, compassion and humility. The College seeks to actively influence the lives of a greater number of young people. It believes that the most authentic way of achieving access to those students is via the offer of a high quality education offer. This is the core business of Brindabella Christian College.

The College supports Christian families and those sympathetic to the Christian worldview to raise their children in a safe and caring environment. The school aims to partner with parents in the education of their children, supported by Christian staff.

The College is a member of Christian Schools Australia, and the Association of Independent Schools, ACT. The Lyneham campus caters for children from 3 years of age through to Year 12 and, the Charnwood Campus caters for babies and children aged 9 months of age to Year 4. Charnwood is located approximately 12km away from Lyneham.

VALUES

As a Christian school we value –

- Wisdom
- Integrity
- Service, and
- Excellence
MISSION

Brindabella Christian College will achieve its vision by:

- Offering a ‘high quality education’ with a Christian world view that encompasses traditional Academic, Arts and Culture, Languages, Sport, Social and Spiritual development
- Immersing God into the daily life of all students from ELC – Year 12
- Attracting, retaining and developing Christian staff of the highest calibre
- Increasing access to its model of Christian education through expansion of its geographic footprint and offer across Canberra
- Positively influencing the lives of others through education and community building

IMMUTABLE TENETS

Underpinning the Vision, Mission and Values are a set of tenets which Brindabella Christian College holds as sacrosanct. These are central to the identity and tradition of the school and will not be compromised under any circumstance. These include:

- Christian education where God is present in the daily life and work of the College
- Co-education from Early Learning to Year 12
- Service to others
- Non selective entry
- Individual focus on each student achieving their personal best
- Strong community connection

OPERATIONAL PHILOSOPHY OF THE SCHOOL

The core work of Brindabella Christian College is to provide to students a high quality education through a Christian worldview, from the infant developmental stage to the completion of the secondary years.

The specialisation within the pre-primary, primary and secondary years of education is grounded in evidence, which indicates that these are the stages in which individuals are:

- most adaptive, responsive and open to learning
- forming their early concepts of self, other and identity
- forming strong attachments
- developing a moral framework and concept of the world and ways of life
- developing most rapidly in intellectual, physical, social and emotional terms

  Quality Education
    - Academic Programs, Pedagogy and Practice
    - Measurement of student value add – learning analytics and data analyses and tracking at individual student level
Organisational structure
- Faculties and functions review to align the structure to the delivery of the strategy and a quality education

Staff
- Implement robust staff appraisal and practice review mechanisms
- Invest in professional development and pastoral care to support ongoing College development and growth
- Recruitment of high quality staff to support the teaching and Christian philosophies of Brindabella Christian College and its future growth

Governance

Brindabella Christian College is governed by the Board of Directors. The Board has four (4) directors who are responsible for setting the strategic view, the schools’ policies, philosophy of the school and regulatory compliance.

Six (6) committees are operated by the Board –

- Governance and Risk
- Finance
- Resource Planning
- Education
- Futures, and
- Executive

The Principal, appointed by the Board, assumes overall responsibility for the day to day operation and management of the School.

The desire of the Board and the Principal is to appoint a Junior Head of School (Charnwood) who can lead and grow the Junior School at this location.

Charnwood Campus - Background

The Junior School is a small school at present, mostly Kindergarten and Year 1 students with a composite class of Years 2, 3 and 4 (52 students in total). The Early Learning Centre (ELC) enjoys strong enrolments (80 children from 9 months to 4 years). Charnwood is likely to expand in the near future to include up to Year 6. The longer term strategic view is to move toward 9 months to Year 12 Campus to be located at the site.

The Junior School opened in 2014 on a long term lease arrangement with the owners of the Charnwood School Site, Life Unlimited Church (LifeUC), with its first Kindergarten class of 12 children. These children were graduates from the ELC, which had commenced in 2012 and expanded in subsequent years. In 2015, the Junior School expanded to include Years 1, 2 and 3. In 2016, this has increased to 52 children in the Junior School.
The classrooms initially commenced as part of an open plan space but are moving toward designated class areas with a balance between academic, spiritual, physical activity, music, art, Chinese language and digital technology.

Junior School staff members are Christians who value each student as a precious gift from God, and aim to develop their gifts and abilities through a caring and Christ centered learning environment. Parents form an essential part of their child’s education and the staff seek to work in partnership with them.

Brindabella Christian College, Charnwood is currently accepting enrolments for Years 2, 3 and 4.

**Role and Responsibilities of the Head of Junior School**

The primary purpose of the role is to lead and manage the Junior School, Kindergarten to Year 6 (currently to Year 4) with some overview of the Preparatory Years (ELC).

The Head of Junior School is responsible to the Principal for the management, leadership and team development of the Junior School staff in their teaching and learning roles.

Accountabilities of the role include optimizing the teaching and learning model of the College and for providing educational, operational and organizational direction and guidance to staff and stakeholders. It is especially important for the successful appointee to have a strong willingness to work with the Board and the Principal as well as with parents and other key community members.

Applicants for the position of Head of Junior School, Charnwood Campus, must be able to demonstrate high level performance against the following criteria:

**Essential Selection Criteria**

**Qualifications**

1. Current Teacher Registration/Professional Qualifications;
2. Minimum of five (5) years teaching experience;

**Faith basis of employment**

3. Demonstrated ability to ensure that the Biblical World view is integrated into the curriculum and teaching based on the infallible Word of God;
4. Act consistently with the Christian content within both the ‘Faith Basis of Employment’ statement within the College letter of offer and the Multi-Enterprise Agreement (both documents are available from the School’s website);

**Monitoring of performance of students in the Junior School**

5. Demonstrated ability to monitor student performance which ensures:
   a) validity and reliability of internal assessments;
b) progress and level of achievement of each student is optimized; and
c) all external data is effectively collected and formally analyzed to identify gaps in student outcomes and/or teaching practice and that strengths and weaknesses of individual students, classes and cohorts of students are diagnosed and actioned as appropriate.

**Accountability for teaching and learning**

6. Demonstrated ability to:

   a) Lead and manage the Junior School’s teaching and learning programs and relevant support systems to deliver sound academic and co-curricula goals and performance;
   b) Implement and manage the Teaching and Learning Framework (as applicable) and the Pastoral Framework of Responsibilities of the College within the Junior School;
   c) Monitor and report regularly to the Principal on progress and achievement of Teaching and Learning and Pastoral Care goals;
   d) Lead and diligently manage the appraisal and development of staff to support the delivery of excellence in teaching, learning and pastoral care;

7. Demonstrated high-level communication skills to ensure that all teaching and support staff within the Junior School are aware of their responsibilities and the College’s expectations;
8. Demonstrated ability to lead and diligently manage the appraisal and development of staff to support the delivery of excellence in teaching, learning and pastoral care.

**Staff Management and Team Development**

9. Demonstrated ability to manage staff and, in consultation with the Principal, take responsibility for the appointment, dismissal, welfare and professional development of all Junior School staff;
10. Induction and orientation for all new Junior School staff;
11. Management of staff concerns and complaints.

**Strategic Planning and Organization Management**

12. Ability to participate and contribute effectively to Strategic Planning discussions and meetings with the Executive Team and other College policy making groups;
13. Strong ability to deliver and implement the College Strategic Plan with respect to the Junior School;
14. Liaise with the College Business Manager as required;
15. Manage approved budgets across the Junior School
Marketing and promotion of the College including community relations

15. Demonstrated high-level communication and interpersonal skills with the capacity to effectively engage all school stakeholders to build positive relationships;
16. Proactively promote the College and the Junior School at all times;
17. Oversee the Junior School’s continued development including marketing and public relations;
18. Represent the College and/or Junior School in a proactive and professional manner in all situations as required.

The Qualities Required

The successful applicant will have:

- Significant primary school experience (at least 5 years) in both teaching and leadership roles
- Ability to demonstrate effective communication, organisational and administrative skills
- Alignment to the ethos of Brindabella Christian College
- Ability to develop educational programs appropriate to the developmental stages and needs of young children
- Ability to inspire teachers in their teaching and students in their learning
- Ability to foster the expansion of the Junior School in collaboration with staff, parents and the community
- Capacity to engender a caring and supportive environment

Terms of Appointment

The remuneration package includes an attractive annual salary commensurate with the applicant’s qualifications and experience. Consideration will be given to special superannuation arrangements and salary packaging.

There will be an annual review of remuneration and regular appraisal of performance based on agreed criteria. The initial appointment will be for a period of three (3) years and may be terminated by either party by giving a full school term’s notice.

It is envisaged that the appointee will be able to take up the position by 11\textsuperscript{th} July 2016 in readiness for the commencement of Term 3 on 18\textsuperscript{th} July 2016.

Reasonable relocation and removal expenses will be allowed and negotiated for the successful applicant if required.

The School reserves the right to fill the position by invitation or to re-advertise the position.
APPLICATIONS

Applicants for the position of Head of Junior School, Charnwood Campus, Brindabella Christian College are required to include in their application the following:

1. Full name

2. Academic and professional qualifications

3. Religious affiliation and any church activities

4. Broad details of past and current positions, with particular reference to primary teaching and administrative experience

5. Other activities, interests and pursuits

6. Address to the stated selection criteria

7. The names, addresses and telephone numbers of three (3) referees from whom the selection panel may seek confidential information

These should include:

- The Principal or Head of the organisation in which the applicant is currently employed.
- A person who can report on the person’s academic and professional background.
- A person who can report on the applicant’s status as a member of a Christian church.

8. Other personal information at the applicant’s discretion
Specific Position Enquiries (not lodgement) to:

Bruce Handley, Principal, Brindabella Christian College    Phone: +61 (2) 6247 4644

Lodgement of Applications

Applications should be marked CONFIDENTIAL and addressed to:

Brindabella Christian Education Limited Board
C/- Progressive Training (WA) Pty Ltd
PO Box 1854
GERALDTON WA 6530

Applications can be posted as per the address above or lodged electronically by email to:

ceo@progressivetraining.com.au

Closing Date:

Applications must be received in full before 5.00pm Western Standard Time on Monday 18 April 2016