Position Title: Principal
Position Location: Dickson, ACT
Contact Officer: Mrs Kim Presneill
(02) 6247 7151
jobs@emmaus.act.edu.au
Closing Date: 4:30pm (AEST), Friday 20 March 2015
ABOUT THIS INFORMATION PACK

This information pack provides you with material regarding the Principal’s role you are applying for and advice to help with your application.

SCHOOL OVERVIEW

Emmaus Christian School is a parent-led, independent, co-ed Christian school providing education from 3 year old preschool through to Year 10. It is located in North Canberra, ACT, with a student body of around 350 children, and has been operating since 1997 under the governance of the North Canberra Christian Education Association (NCCEA). Emmaus seeks to glorify God by teaching through a Christian worldview, with its cadre of dedicated and professional staff. The school has a strong focus on community building where teachers and parents work together to develop the whole child. Recently an opportunity has arisen for a suitable individual to lead the school in delivering excellent Christian education, and partner with the Board in improving and expanding the school in the coming years.

The School’s core values of Success, Fun, Choice, Care, and Service are a central component of the School’s history and student successes. The founding school Principal is moving to full-time ministry, having established an excellent teaching foundation. The opportunity now exists for the next Principal to build on past successes and shape the School for the future.

The School’s core values and goals summary for 2015 is provided in Enclosure 1.

So it was, while they talked and reasoned together, that Jesus Himself drew near and went with them
Luke 24.15
ROLE DESCRIPTION – PRINCIPAL

While the Principal will work closely to the NCCEA Board, the Principal's role includes the responsibilities of the School's Chief Executive Officer, managing all School activities on a day to day basis. The Job Description includes:

1. Lead the School executive and staff team effectively in delivering an excellent Christian education, meeting National Curriculum requirements.

2. Ensure the School complies with the Board's policies, Board direction and report to the Board on at least a monthly basis.

3. Advise and assist the Board in reviewing and developing the School's policy framework, to deliver excellent and balanced Christian education.

4. Effectively lead the realisation of the School's vision, execute the School's mission and the achievement of the School's objectives.

5. Ensure that the School's curriculum is developed and applied to present a Biblical, Christ-centred worldview. Ensure that auxiliary services offered by the School are aligned with, and contribute to, the School's vision, mission and goals, and enhance the School community.

6. In partnership with the Board, set and achieve the performance objectives for the School, and monitor results against those objectives.

7. Ensure that the School is compliant with registration requirements and meets all relevant Commonwealth and Territory legislation and policies, contract conditions, government reporting requirements, within the specified timeframes. This includes, but is not exclusive to, National Curriculum requirements, equal opportunity principles, the Privacy Act, and WHS legislation.

8. As the School's Chief Executive Officer, ensure that resource allocation and financial management of the School is aligned with the strategic plan and Board direction. Manage the day to day finances and financial health of the School. This includes, but is not limited to, meeting key performance indicators, monitoring projections and trends, maintaining a healthy cash flow and producing key financial reports.

9. Be responsible for overseeing the School's enrolments and maintaining an appropriate balance of enrolments across all grades (by age, gender, teacher:student ratios).

10. Provide spiritual leadership within the School community and maintain spiritual principles and practices of the school (in accordance with the school’s statement of faith and staff code of conduct). This includes addressing matters of a personal nature and conduct that may impact on staff performance and employment criteria.

11. Act as the senior representative and spokesperson for the School to the community, government, businesses, agencies, organisations and churches, with responsibility for shaping and managing the School's public image to the glory of God.

12. Maintain and develop a strong, unified staff team that is collectively committed to the vision, mission and goals of the School.

13. Be responsible for the recruitment of staff, the delivery of staff induction, training and leadership development.

14. Be responsible for developing and implementing an accountability framework and accountability processes within the School.

15. Be responsible for monitoring and addressing issues of concern, disputes and critical incidents that affect the School community, and to act as the primary conduit between students, parents, staff, the Board and wider community.

16. In addition to managing staff performance, monitor the welfare of staff, and respond in a timely and appropriate manner to workplace concerns, disputes and requests.

17. Promote and emphasise Christian education best practice and manage the continuous professional development of the staff.

18. Oversee the integrity and accessibility of the School's records.

19. Oversee the School's building and maintenance program.
SELECTION CRITERIA

Applicants should address each of the following six selection criteria and provide examples that demonstrate their ability to perform the duties of the Principal’s position. When you include an example, it will help if you explain:

• Your role in the task,
• The methods you used,
• Any barriers you were able to overcome, and
• The outcome.

PLEASE NOTE: Each selection criteria response has a 350 word limit.

The applicant will:

1. Be a mature Christian who demonstrates a deep commitment to Jesus Christ and Christian education, and be actively involved in a local Christian church.

2. Demonstrate teaching excellence, with evidence of leading high quality teaching and learning in primary or secondary roles, including developing curriculum that addresses both evidence based practice and legislative requirements, within a Christian world-view.

3. Demonstrate effective skills in leading and managing a school or faculty, building and sustaining educational excellence.

4. Possess highly effective communication and interpersonal skills, with a proven ability to build positive relationships and engage at all levels of the School community which will contribute to the effectiveness of a Christian community, and to maintaining and building on student achievements.

5. Demonstrate experience or ability to meet Commonwealth and ACT educational and wider legislative, regulatory, policy or reporting requirements; including but not limited to National Curriculum requirements, WHS legislation, equal opportunity principles and privacy laws.

6. Demonstrate business management skills required in managing a school, such as developing school policies, developing and managing budgets, experience in selecting quality staff, motivating and developing staff, and experience in assisting in the development and implementation of school strategic plans.

COMMENCEMENT AND CONDITIONS OF SERVICE

Ideally the position will be filled at the commencement of Term 3, 2015; however, the successful candidate will be able to negotiate a later date should that be required. The initial contract term is 5 years with the possibility of a contract extension.

An attractive remuneration package will be offered to the successful candidate.

APPLICATION INSTRUCTIONS

The application closure date is Friday 20 March 2015. Applications should address the Selection Criteria, within a maximum limit of 2100 words (350 words per criteria). A Curriculum Vitae should also be provided along with the names and contact details of at least three referees, including a current pastor/church minister. Of the two educational referees, it is preferred that one referee be your current supervisor/board representative. Please note that applicant referees may be contacted prior to candidates being selected for interview.

Applicants are also encouraged to consider the Australian Professional Standard for Principals in preparing their application. Applicants must be eligible for registration with the ACT Teacher Quality Institute.

Applications may be submitted by mail, or by electronic format to jobs@emmaus.act.edu.au. Applicants who provide an email address will be provided with a confirmatory receipt email after an application has been received.

Applicant responses will be assessed by a selection panel. Applicants who are selected for interview are envisaged to be contacted by mid-April 2015 to confirm interview arrangements. A tour of the school campus will be provided to applicants prior to interview.

For further information, please contact Mrs Kim Presneill at the Emmaus Christian School Office on 02 6247 7151.
ENCLOSURE 1
CORE VALUES & GOALS SUMMARY 2015

Mission
An excellent education and mentoring within a Christian worldview and community.

Value
Goals

Belonging
• All students will feel like they belong and are supported in the school community. School will be small enough to provide a sense of belonging...
• Students are safe at school – physically, spiritually, emotionally, and intellectually.
• Emmaus will be a good corporate citizen.
• Students will include and value all other members of their class and respect others in the community.
• Staff will feel so valued and safe at school that they recommend the school to others.
• Parents will feel they belong so much that they recommend the school to others. The Board & staff will relate positively.
• Parents and other visitors are safe when they are at the school – physically, spiritually, emotionally, and intellectually.

Achievement
• Students will do their best at all times and achieve progress in spiritual, academic, social, emotional and physical areas. School pride is strong.
• School will be large enough to provide appropriate academic, social, physical options.
• All Yr 6 will transfer into our Yr 7 classes. 40 enrolled in Yr 7 min. Retain all students until end of Yr 10.
• With excess demand + parent support + gov approval = Board will prayerfully consider 2nd site and/or Yrs 11/12.
• Students will assist others to achieve in all areas of school life.
• Staff will achieve progress in their profession.
• Parents’ partnership with the school to educate their child improves over time.

Generous Fun
• All students will have regular fun at school – both planned and spontaneous.
• Students will learn to be generous to others in the fun they enjoy at school.
• Staff will have regular fun times at school.
• Parents will enjoy their involvement with the school.

Independence
• Students will gain attitudes and skills to assist positive independent choices. They will learn to make suggestions, lead, manage, plan etc.
• Students will help others to make positive choices.
• Staff opinions will be heard and they will feel involved in day-to-day decision-making and free to make many decisions about their students and classes.
• Parents will feel heard and contribute toward decision-making at some level.
• Parents’ final decisions in regard to their child’s education and welfare will be respected.

Service
• Students will serve God, staff, and other students at school. Students will be polite and generous at school.
• Students will know that the school is for God’s glory and that life is learning to serve Him and others.
• Students will serve in the wider community. Students will be polite and generous in the community.
• Staff will model service to students and each other.
• Parents will contribute service to the school. Students will be polite and generous toward parents, and vice versa.