

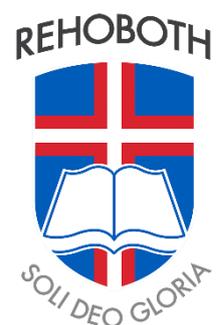


PRIMARY PRINCIPAL

POSITION DESCRIPTION

REHOBOTH CHRISTIAN COLLEGE

IMAGE: WILSON PRIMARY 2019





OUR VISION

To engage the whole child to think, respond, and live with excellence for the glory of God alone.

OUR MISSION

Rehoboth exists as an extension of the Christian home, partnering with parents as a covenant community to support them in their task of nurturing and educating their children to equip them for all of life.

OUR PURPOSE

We believe that it is our purpose as educators and parents to orient our students Biblically toward the knowledge of God, the Gospel, humanity and all of God's creation, so that they would seek His will, see things as He sees them, and engage with and influence the culture in which they live. We believe that the Christian school must partner with parents and churches to develop the whole child (i.e. their spiritual, moral, academic, personal, and social growth), to inspire them to excel, to be intolerant of mediocrity, and to make wise choices. Such an education is distinctly Christian in its character, intentions, and outworking.



POSITION DESCRIPTION – TEACHING STAFF

Primary Principal

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1. POSITION SUMMARY

Title: Primary Principal

Responsible to: Chief Executive Officer

Campus: Wilson Primary School – Kindergarten to Year 6

FTE: Full-Time 1.0 FTE

Description: The Principal leads the educational team in the Primary School, primarily providing Christ-centred servant leadership that effectively implements the strategic direction and goals of the Association for Christian Education and its Board. The Principal is also an integral member of the Senior Leadership Team responsible for management of the day-to-day operations of the School.

NB: The Wilson Primary Principal will be appointed as a Specialist Consultant: Teaching and Learning for one year (January 2022) before stepping into the Principal role (January 2023). The Specialist Consultant will be a member of the Senior Leadership Team and will provide educational leadership to the teaching staff.

The Primary Principal is part of the Senior Leadership Team and is responsible to the CEO. The role has six primary functions:

Aims of the role:

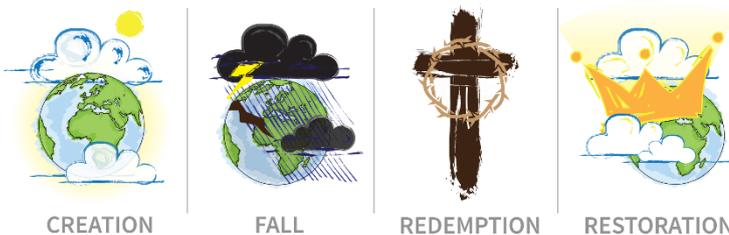
1. to proactively lead the implementation of the Strategic and Operational Plan;
2. oversee the day-to-day management of the School, ensuring adherence to the internal governance requirements as set by the Board and CEO, and external governance requirements as set by the Department of Education (in the re-registration standards);
3. to provide Christ centred leadership to reflect the Schools ethos, purpose, educational philosophy and statement of faith;
4. to empower, develop and motivate staff to achieve the objectives and pedagogical outcomes as agreed in the College's Educational Plan;
5. to implement and manage innovative teaching practices that assist students to be successful learners;
6. to maintain administrative and financial systems in accordance with all College standards and guidelines.

2. INTRODUCTION

Rehoboth Christian College seeks to provide a learning environment in which all students are protected from harm and places the highest possible priority upon the safety and nurture of young people. The College expects all stakeholders to espouse this approach and to be aware of the Child Safe Framework, accessible from the College website.

Founded in 1959, the Association for Christian Education opened Rehoboth Christian College in 1966 to serve Christian families through the provision of Christ-centred schooling. The Association is made up of members who elect a Board; the Board in turn has appointed a Chief Executive Officer to be its representative.

The Association currently operates three schools across two campuses in the southern suburbs of Perth. The campuses are located at Wilson (Kindergarten to Year 6) and Kenwick (Kindergarten to Year 12) with the Secondary School offering ATAR, Wholly School Assessed and Vocational pathways.



We view the Christian curriculum as a total package of all learning and shaping experiences in which our children are involved. It includes the work of the home, school, and church in a distinct three-way partnership.

We encourage our students to examine the world and their role in it from a Christian perspective. This permeates interpretations, viewpoints, meanings, attitudes, values, contexts for understanding and more, to comprise a holistic Christian worldview.

Students examine important foundational aspects of the Christian faith (Creation, Fall, Redemption and Restoration) and are taught to view the Bible as the Word of God which is completely trustworthy and reliable. Regular devotions, prayer, and Bible study are an integral part of College life, and we aim to lead our students to a point at which they personally desire to think with the mind of Christ.

Rehoboth has a justified reputation for developing and delivering a distinct Christ-centred education, and for encouraging and guiding students in discovering their individual gifting and the path God has prepared for them (Ephesians 2:8-10). It is therefore essential that the person and office of the Principal (Primary) be committed to providing Biblically-based leadership and management at the Primary School in a manner consistent with the College's Christian values and ethos.

3 SCHOOLS | 2 CAMPUSES | 1 COLLEGE

Rehoboth promotes a unified College, with a singular vision and mission. Educational programs are mirrored at both our Wilson and Kenwick campuses and staff are committed to whole-College planning across all aspects of teaching and learning.



A whole-College approach, where students’ educational journeys have a clear and purposeful K-12 plan, is integral to the College’s educational philosophy. As such, the leadership and management of the College ought to be conducted within the framework of “three schools, two campuses, one college.” This model emphasises significant participation in the activities of the Senior Leadership Team, which is led by the CEO.

3. STRATEGIC GOALS OF THE COLLEGE

As detailed in our **AXIOM23 Strategic Plan**, we plan to make four areas our priority over the period 2020-2023 (see sidebar). The College aims to employ teachers who can cogently demonstrate their alignment with these strategic goals and have experience with, or are determined to embrace, their implementation.

The College uses the SEQTA Learning Management

System. The incumbent will be required to use this application in various ways. Greater use of technology – for example, the use of Office 365 suite, flipped classroom lesson delivery, and cloud technologies – is now a growing feature of teaching and learning at the College.

Underpinning these priorities is our purpose at Rehoboth, to develop and deliver distinctly Christian educational programs. It follows that such an education should shape students of distinctly Christian character.

Our call to students, therefore, is to be distinct – to develop and deepen their Christian identity and character during their time at Rehoboth. It is a call for students to engage with and take responsibility for their learning, to use the opportunities presented to them to discover the gifts and calling God has placed on their lives, to see Christ as worthy of their best, and to take their place as young men and women of outstanding character and citizenship.

Our goal is that students graduate with a distinctly ‘Rehoboth’ character. Each child’s complete spiritual, emotional, social, and physical development is addressed, without compromising academic rigour. At the same time, we recognise that each student is unique and will excel in certain areas of the Learner Profile ahead of others: this is the nature of the gifts and talents God has bestowed upon them. Our aim is to nurture the five areas that are fundamental to the development of the whole child in age-appropriate ways according to their abilities, gifting, and calling.

AXIOM23 STRATEGIC PRIORITIES

These are the initiatives we believe are best suited to drive the change necessary to achieve the vision for the Rehoboth of 2023. Each is driven by Rehoboth’s Christian ethos and shaped by our Christian heritage.

1. *Thinking Christianly: Biblical Literacy as Curriculum Foundation*
2. *Teaching Christianly: Re-Orienting Pedagogy and Classroom Practice*
3. *Responding Christianly: Discovering Gifting and Calling*
4. *Living Christianly: Student Care, Development, and Preparation*

The characteristics we seek to develop in our students are:

**Oriented
Biblically**

**Intolerant of
mediocrity**

**Seeks
His will**

**Engages and
influences
culture**

**Inspired
to excel**

**Making
wise choices**



4. GENERAL EXPECTATIONS

As Rehoboth is dedicated to implementing a Biblically-integrated curriculum, with a commitment to excellence and training in a thoroughly Christian worldview, the Principal is expected to unreservedly espouse this approach, and to maintain and advance it with competence and verve.

“Leaders do not choose; rather they respond to God’s choosing them. Thus, the first responsive step of leadership is of utmost importance... It is to relinquish a life of many options so that you can receive God’s one option.”

MARK SAYERS

Facing Leviathan (2014 p. 63)

The Primary Principal at Rehoboth will:

- a) display an exemplary Christian lifestyle which should include regular attendance at worship services and a general involvement in the life of the church;
- b) dress to an exemplary standard suited to the profession;
- c) devote the whole of the Principal’s time, attention and skill during the Principal’s hours of work, to the performance and discharge of the Principal’s duties;



- d) be an active member of the Teacher's Registration Board (TRB) and hold a valid Working with Children Check (WWCC);
- e) be actively involved in the general life of the College, including co-curricular activities, and promote the totality of the educational experiences offered at the College – spiritual, social, cultural, and physical;
- f) support the policies, aims, and strategic planning goals of the Board of the Association for Christian Education (ACE);
- g) be conversant with, and actively support, all College and ACE policies, including the Westminster Confession of Faith;
- h) demonstrate in all dealings with students a support of College rules and procedures;
- i) attend: staff Devotions, staff prayer meetings, weekly staff meetings, parent/teacher interviews, assemblies (where applicable), ACE meetings (such as the March and October General Meetings), graduation/celebration nights, concerts, camps (where applicable), and other key activities and events on the College calendar;
- j) follow any lawful instruction the Board, or its delegate, gives the Principal;
- k) act properly, honestly, faithfully, respectfully and diligently in the performance of the Principal's duties;
- l) carry out extra duties as may be required by the CEO from time to time.

5. SPECIFIC ROLE RESPONSIBILITIES

The Primary Principal is the key educational leader at the Wilson Campus and will lead in a way that reflects Christian principles of servant leadership and that promotes sound Christian character amongst staff and students by:

5.1 Leading the Management of the School

- a) providing sound management of all school activities and resources, consulting and delegating as appropriate;
- b) ensuring the highest levels of communication are maintained with staff, students and parents;



- c) collaborating with the Board and members of the Senior Leadership Team to achieve the objectives of the Association, the Strategic Plan as set by the Board and the Operational Plan as agreed by the Senior Leadership Team;
- d) in collaboration with the CEO, manage the recruitment, induction and development of all staff at the School;
- e) oversee the enrolment process of all new students (including school tours and enrolment interviews) and seek to engender new enrolments throughout the year;
- f) working with the enrolments officer to introduce new families to the College;
- g) taking responsibility for compliance and statutory requirements at the School, with special emphasis on occupational health and safety and child safe policies and practices;
- h) be familiar with the College's policies regarding curriculum, assessment and reporting, and student learning, and ensure that they are implemented consistently within the Primary School;
- i) regular review of financial reports and taking effective measures to ensure adherence to budget.

5.2 Leading Teaching and Learning

- a) providing staff with a clear understanding of the expectations and responsibilities of providing Christ centred education in the context of the Schools Educational Plan;
- b) developing and nurturing a healthy culture amongst staff which is Biblical in its understanding and seeks the highest good of each learner at the School;
- c) ensuring that the best pedagogical practices are adhered to, and all curriculum meets the SCSA standards, and the Biblical Worldview imperatives articulated in the Educational Plan are established;
- d) working with the College chaplains to ensure that staff and students have access to the best pastoral care available and provide support to ensure the implementation and adherence to the child safe framework of the College;
- e) ensuring administration of all teaching and learning which will range from timetables and class lists to position descriptions and teacher development;



- f) be able to demonstrate a sound knowledge of teaching and curriculum development from a Christian worldview (encompassing Biblical foundations that are consistent with the Association's Constitution, Foundational Principles, Rehoboth Distinctives, and other related documents), and be able to ensure that such teaching is effectively implemented.

5.3 Leading Improvement, Innovation and Change

- a) ensuring that the standards and measures set by the College are regularly monitored, adhered to or that a plan is in place to achieve this;
- b) working with the Senior Leadership Team to develop and implement innovative Operational and School Improvement Plans for continuous improvement;
- c) working with relevant bodies and agencies to maintain legal compliance and continually improve practices in teaching and learning, student pastoral care and development, staff growth and welfare, and finance and administration;
- d) motivating and involving staff in the implementation of the Strategic and Operational Plans of the Association;
- e) actively seeking to support and interact with other Christian Education National (CEN) schools with a view to mutual support, sharing of resources and ideas, and to promote networks that may benefit staff.

5.4 Developing Self and Others

- a) administering a program of ongoing teacher growth and development (this should include personal feedback, agreed growth plans, professional development etc);
- b) working with the CEO to set personal annual growth objectives, engaging with professional development and undertaking regular reviews;
- c) attending planning days and sessions, and participating in professional development as requested by the CEO;
- d) maintaining awareness of the personal needs of staff and take such steps as may be necessary to encourage and support them;
- e) where appropriate, to make the CEO aware of the needs of a member of staff;



- f) be conscious of staff morale and take steps to address those issues that may be affecting their morale;
- g) assist staff to experience the School as a distinctly Christian, positive, responsive, stimulating and rewarding working environment.

5.5 Engaging and Working with the Community

- a) ensure regular, relevant communication to the School and broader community through a variety of mediums;
- b) supporting (wherever possible by attendance) and participating in School activities and functions
- c) actively seek to maintain, develop and promote Rehoboth's distinctly Christian character and educational model both within and outside of the School community.

6. ROLE IN THE MANAGEMENT STRUCTURE

Overall leadership of the College is provided by the Senior Leadership Team, which comprises the CEO, Finance Manager, the Principal (Secondary), Principal (Kenwick Primary), Principal (Wilson Primary).

7. EXCLUSIVE SERVICE

The Association is exclusively entitled to the Primary Principal's services. The Primary Principal must not hold any offices or undertake other employment without the Association's express and prior consent, which will not be unreasonably withheld.

8. GENERAL TERMS AND CONDITIONS

General Terms and Conditions are available under a separate cover.

9. INTELLECTUAL PROPERTY

- a) **Intellectual Property** means the legal and moral rights that come into being with the creation of materials, resources, or other works and covers copyright, patents, trademarks etc. Examples of materials or resources created and developed by an Employee that are classified as intellectual property included, but are not limited to:
 - i. teaching aids, materials, or resources;
 - ii. ACE-specific curriculum and Christian worldview content;



- iii. website and software development;
 - iv. educational programs;
 - v. assessments; and
 - vi. policies, plans, guidelines, work, research, and reports.
- b) All Intellectual Property rights with respect to any materials created and developed by the Employee during or after work hours for ACE or using the resources of ACE remain the sole property of ACE.
- c) Principals are required to protect and preserve the Intellectual Property rights of ACE and to not share any materials created or developed or receive any payment from a third party for such materials.
- d) The College demonstrates ownership of its Intellectual Property by:
- i. the inclusion of the College logo;
 - ii. a copyright statement (normally located in the footer of the document).
- e) Any materials or resources prepared for ACE by an external source which has been purchased or granted to ACE is the sole property of ACE unless stated otherwise.
- f) Principals must ensure that all Intellectual Property created for ACE adhere to the rights of others.
- g) ACE cannot give away or assign its Intellectual Property without the approval of the Chief Executive Officer.
- h) ACE Intellectual Property is not to be used for private purposes without obtaining written permission from the CEO.

10. TRB REGISTRATION

All teaching staff (excluding Education Assistants) in WA schools, Government and Non-Government, are required to be registered with the Teachers Registration Board. No employment can be confirmed without original registration documents being made available to the Finance Manager before commencing duties. Information regarding TRB registration can be obtained from the website located at: <http://www.trb.wa.edu.au>.

11. WORKING WITH CHILDREN CHECK

The Principal will be responsible for providing a valid Working with Children Check. This must be obtained from an Australia Post outlet, from the Business Office or online. More information can be found at the WWCC website: <http://www.checkwwc.wa.gov.au/checkwwc>.



12. HEALTH

Applicants need to declare any impairment that would interfere with their ability to perform the job for which they have applied.

13. RIGHT TO WORK IN AUSTRALIA

Applicants must show proof that they are legally entitled to be employed in Australia by providing an Australian passport, Australian Citizenship Certificate, or a Permanent Residency Visa.

14. APPOINTMENT AND COMMENCEMENT

Ideally the successful applicant will be able to commence duties as the Specialist Consultant: Teaching and Learning in January 2022 and the Principal: Wilson (K to Y6) in January 2023. A contract will be negotiated with the successful applicant.

15. APPLICATIONS AND CLOSING DATE

Applications marked **Private and Confidential** should be emailed to email to **sconradie@rehoboth.wa.edu.au** or delivered to:

Miss Shané Conradie – Human Resources Officer and Executive
Rehoboth Christian College
PO Box 82, CANNINGTON WA 6987

Please ensure your application arrives no later than the closing date as advertised. It must include the following:

A Rehoboth Christian College Teaching Staff Application Form (available online at <http://rehoboth.wa.edu.au/staff/employment/>)

A comprehensive resume

A cover letter that demonstrates experience in the 'aims of the role' (P4 of this position description)

A letter of reference from you church pastor/minister

A copy of your degree, WWCC, and Police Clearance from the Department of Education and Training



Should you have any further questions please do not hesitate to contact the Business Office on 08 9274 9910.

The closing date for applications is Wednesday 21 July 2021.

16. ACKNOWLEDGEMENT

I have been provided with a copy of this Position Description:

DATE

NAME

SIGNATURE