



# Chief Executive Officer Information Pack







# Chief Executive Officer

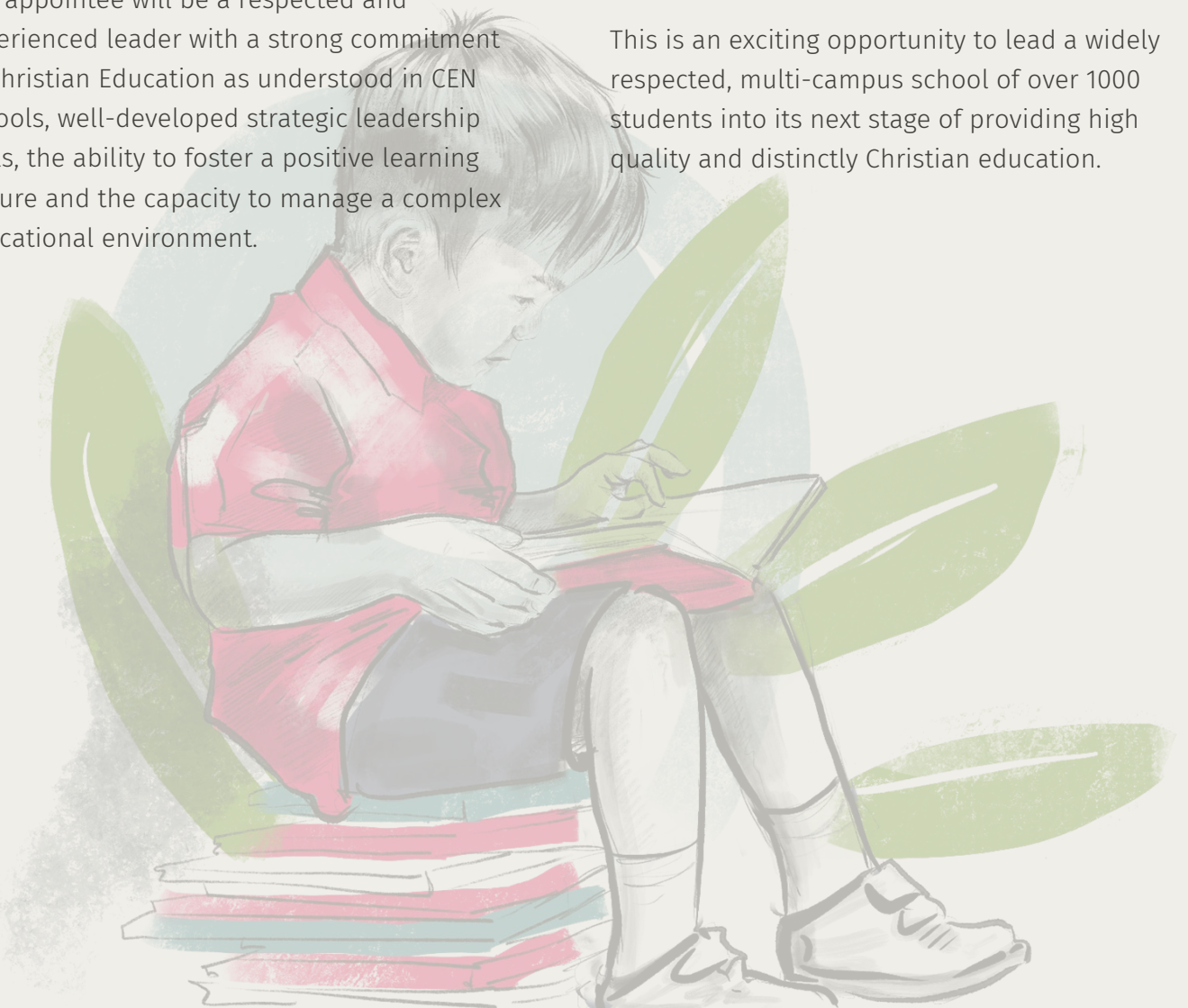
## Rehoboth Christian College

After more than 10 years of outstanding leadership as CEO of Rehoboth Christian College and its Association (ACE), Mark Steyn has announced his intention to conclude his time of service at the end of 2023. As a consequence, the Board is calling for applications from experienced and passionate Christian leaders for the position of CEO of Rehoboth Christian College, commencing January 2024, or earlier if available.

The appointee will be a respected and experienced leader with a strong commitment to Christian Education as understood in CEN schools, well-developed strategic leadership skills, the ability to foster a positive learning culture and the capacity to manage a complex educational environment.

While applications from respected and experienced educators for what could be seen as equivalent to an Executive Principal role are welcome, the Board is also inviting applications from those with strong leadership and managerial credentials in the corporate or not-for-profit sector. The CEO has overall responsibility for the schools at Kenwick and Wilson and is supported by three very effective and experienced Principals and a strong financial team.

This is an exciting opportunity to lead a widely respected, multi-campus school of over 1000 students into its next stage of providing high quality and distinctly Christian education.





## 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.



# 1. Position Summary

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<b>Title:</b>	Chief Executive Officer (CEO)
<b>Responsible to:</b>	Board of the Association
<b>Campus:</b>	Based at Kenwick Campus Business Office
<b>FTE:</b>	Full-time 1.0 FTE
<b>Description:</b>	The CEO provides Christ-centred servant leadership and is responsible for leading and managing the College in conjunction with, and under the direction of, the Board of the Association. The CEO effectively implements the strategic direction and goals of the Association for Christian Education (ACE) and its Board.

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<b>Aims of the role:</b>	<p>The Board is responsible for the appointment and management of a CEO to whom it delegates day-to-day operational management and control. This CEO is not required to be a registered teacher. The role has six primary functions:</p> <ol style="list-style-type: none"><li>1. Together with the Board, set the future strategic directions of the College by means of appropriate strategic and operational planning.</li><li>2. Lead the Senior Leadership Team that leads the College (consisting of the three School Principals and the Finance Manager).</li><li>3. Ensure adherence to the internal operational requirements as set by the Board, and external operational requirements as set by the Department of Education (in the re-registration standards).</li><li>4. Provide Christ-centred leadership to reflect the College's ethos, purpose, educational philosophy, and statement of faith.</li><li>5. Provide consistent, high-level strategic advice to the Board on operations, financials, governance requirements, policy, and planning.</li><li>6. Maintain and develop key relationships with the College community.</li></ol>
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## 2. Introduction

**Rehoboth 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 on the College's website.**

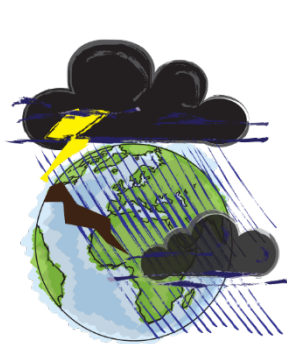
Founded in 1959, the Association for Christian Education opened Rehoboth Christian College in 1966 to serve Christian families through the provision of Christ-centred schooling. The Association is made up of members who elect a Board; the Board in turn has appointed a Chief Executive Officer to be its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



**CREATION**



**FALL**



**REDEMPTION**



**RESTORATION**

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

**3 SCHOOLS | 2 CAMPUSES | 1 COLLEGE**

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

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 CEO be committed to providing Biblically-based leadership and management at the College in a manner consistent with the College's Christian values and ethos.

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. Further Reading

[College Website](#)

[Axiom23 Strategic Plan](#)

[Foundational Principles and Distinctives](#)

[Constitution \(Amended 2019\)](#)

[Westminster Confession of Faith](#)

[Three Forms of Unity](#)

[Christian Education National](#)

[General Terms and Conditions](#)

### 4. Strategic Goals of the College

As detailed in our AXIOM23 Strategic Plan, we plan to make four areas our priority over the period 2020-2024 (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. 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.

#### 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 and beyond. Each initiative is driven by our 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

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 six areas that are fundamental to the development of the whole child in age-appropriate ways according to their abilities, gifting, and calling.

The characteristics we seek to develop in our students are described in our Learner Profile:

# BE DISTINCT

## Oriented Biblically

**Ref:** Phil 3:8-15; 1 Tm 4:7-10; 2 Pt 1:3-8

## Seeks His will

**Ref:** 1 Kgs 2:3; Prv 3:5-6; Mk 12:28-33; Eph 2:10

## Inspired to excel

**Ref:** Rom 12:1; Rom 1:20; Phil 4:8; Col 3:23-24; 1 Tm 4:12; 1 Cor 7:17



## Intolerant of mediocrity

**Ref:** Ps 1:3; Dn 3:8-25; Mt 7:24-25; Phil 3:13-15; Rom 8:28; Rom 12:1-2; Jas 1:12.

## Engages and influences culture

**Ref:** Acts 17:16-33; 1 Cor 9:19-23; 2 Cor 10:1-5; 1 Pt 2:11-17.

## Making wise choices

**Ref:** Prv 1:1-7; 1 Chr 12:32; 1 Cor 2:11-14; 1 Thes 5:21-22; Phil 1:9-10; 2 Tm 2:15; Jas 1:5.

## 5. 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 CEO is expected to unreservedly espouse this approach, and to maintain and advance it with competence and verve.**

The CEO will:

- a) display an exemplary Christian lifestyle which should include regular attendance at worship services and a general involvement in the life of a Protestant church
- b) uphold the vision, mission and purpose of the College and implement the policies, aims, and strategic planning goals of the Board of the Association for Christian Education (ACE)
- c) be conversant with, and actively support, all College and ACE policies, including the Westminster Confession of Faith
- d) lead the execution of the College's strategic and operational plans through the Senior Leadership Team
- e) attend and lead: 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
- f) be actively involved in the 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
- g) foster an atmosphere of Christian love and care within the College and good relations with the broader community
- h) demonstrate in all dealings with students a support of College rules and procedures
- i) act with integrity, honestly, faithfully, respectfully, and diligently in the performance of the CEO's duties
- j) follow any lawful instruction the Board gives the CEO
- k) present themselves in a manner suited to the position, and
- l) hold a valid [Working with Children Check](#) (WWCC) and clear a [Nationally Coordinated Criminal History Check](#) (NCCHC).

## 6. Specific Role Requirements

**The CEO is the key strategic and operational leader and will lead in a way that reflects the Christian principles of servant leadership and will promote sound Christian character amongst staff and students by:**

### 6.1 Leading and Managing the College

The CEO has the final decision in all operational matters, except for matters directly relating to educational programs and curriculum where the CEO will take advice from the Academic Executive. As such, together with the Board, the CEO will:



- a) set the future strategic directions of the College by means of appropriate strategic and operational planning
- b) provide sound management and implementation of the strategic and operational plans of the College, consulting and delegating as appropriate
- c) prepare and review the data needed for decisions related to the efficient management of the College, its staff and resources in its present stage of development and into the future
- d) ensure the highest levels of communication are maintained with staff, students and parents
- e) oversee the recruitment, induction, appraisal and development of all staff at the College
- f) oversee the College enrolment process
- g) take responsibility for the compliance and statutory requirements at the College, with special emphasis on occupational health and safety, emergency and risk management, and child safe policies and practices
- h) oversee the preparation of the annual budget in conjunction with the Finance Subcommittee
- i) manage the internal and external operations of the College, including to ensure financial sustainability in a changing environment
- j) ensure the development of adequate financial records and regular financial reports to the Board
- k) oversee a comprehensive review of the College from time-to-time as agreed with the Board
- l) inform the Board of progress in relation to initiatives taken and significant developments within the College prior to each Board Meeting, and
- m) be familiar with the College's policies regarding curriculum, assessment and reporting, and student learning, and ensure that they are implemented consistently within the College.

## 6.2 Leading Teaching and Learning

The CEO will oversee educational leadership by:

- a) being fully informed of educational practices and philosophies both within the Christian school environment and the broader education sector
- b) ensuring the College maintains a clear focus on continually improving student learning
- c) providing staff with a clear understanding of the expectations and responsibilities of providing Christ-centred education
- d) developing and nurturing a healthy culture amongst staff which is Biblical in its understanding and seeks the highest good of each learner at the College
- e) ensuring that the best pedagogical practices are adhered to, and all curriculum meets the SCSA standards, and is 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
- f) maintaining effective communication and consultation with the College Principals in relation to teaching and learning, and
- g) oversee staff performance, including appropriate professional development and pastoral support for all staff.

### **6.3 Leading Improvement, Innovation, and Change**

The CEO will lead improvement, innovation, and change by:

- 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) ensuring that an accurate system of maintaining staff records is kept, including in order to comply with government requirements
- c) working with the Senior Leadership Team to develop and implement innovative Operational and School Improvement Plans
- d) 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
- e) leading the College through educational, technological, and legal change, and
- f) motivating and involving staff in the implementation of the Strategic and Operational Plans of the Association.

### **6.4 Developing Self and Others**

The CEO will work to developing themselves and others by:


- a) working with the Board to set personal annual growth objectives, engaging with professional development and undertaking regular reviews
- b) leading planning days and sessions, and participating in professional development
- c) appraising the performance of the Senior leadership Team (SLT) and Senior Management staff
- d) ensuring the academic, physical, moral, social, spiritual and mental development of students is nurtured within a Christian worldview and a safe educational environment
- e) ensuring the appropriate structures, policies and procedures for the safety and welfare of students are in place and regularly reviewed
- f) ensuring an accurate and up-to-date system of student records, including assessment details is kept
- g) maintaining awareness of the personal needs of staff and take such steps as may be necessary to encourage and support them
- h) be conscious of staff morale and take steps to address those issues that may be affecting their morale, and
- i) assist staff to experience the College as a distinctly Christian, positive, responsive, stimulating and rewarding working environment.

### **6.5 Engaging and Working with the Community**

The CEO will work with and engage the College community by:

- a) ensuring regular, relevant communication to the Schools, parents and broader community through a variety of mediums

- b) promoting the concepts and objectives of the Christian parent-controlled school model as defined through the College's membership of [Christian Education National](#) (CEN)
- c) maintaining effective communication with the appropriate local, state and federal agencies relating to all College matters and applying legislative requirements as necessary
- d) liaising and communicating with the media on behalf of the College in accordance with College policy
- e) supporting (wherever possible by attendance) and participating in College activities and functions
- f) actively seeking to support and interact with other CEN schools with a view to mutual support, sharing of resources and ideas, and to promote networks that may benefit staff
- g) actively seek to maintain, develop and promote Rehoboth's distinctly Christian character and educational model both within and outside of the College community, and
- h) establishing strategic partnerships and relationships that are critical to execute the Strategic Plan.



‘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 p63)*



REHOBOTH



SOLI DEO GLORIA





## 7. 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), the Principal (Kenwick Primary), and the Principal (Wilson Primary).

## 8. Exclusive Service

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

## 9. General Terms and Conditions

General Terms and Conditions are available under a separate cover.

## 10. 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 programmes
  - 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 CEO during or after work hours for ACE or using the resources of ACE remain the sole property of ACE.
- c) Staff 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) The CEO must ensure that all Intellectual Property created for ACE adhere to the rights of others.

## 11. WWCC and NCCHC

- a) The CEO will be responsible for providing a valid [Working with Children Check](#) (WWCC). This must be obtained from an Australia Post outlet, from the Business Office, or online.
- b) The CEO will be responsible for providing a valid [Nationally Coordinated Criminal History Check](#) (NCCHC) which must be obtained via the Western Australian Department of Education. The NCCHC is to be no more than three months old at the time of appointment.

## 12. Health and Right to Work

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

## 13. Performance Evaluation

- a) Performance will be measured using the specific role responsibilities. Rehoboth has a firm commitment to performance evaluation of its personnel, whatever their category and level, through the medium of a formalised system. The primary purpose of such evaluation is to assist personnel in professional development and in achieving the goals of the Association. It is envisaged that a performance evaluation will be undertaken annually.
- b) The CEO Evaluation Framework contains the key performance indicators and behaviours by which the CEO will be evaluated. These measures are agreed upon annually by the Board and CEO.

## 14. Appointment and Commencement

The successful applicant could start as early as September 2023, if available. Otherwise, a commencement in January 2024 would be anticipated. A handover period working alongside the current CEO is highly desirable.

## 15. Application Instructions

Applications should include:

- A brief covering letter addressed to the Chairperson of the Board.
- A complete and current CV.
- A statement outlining your experience in regards to the general expectations and specific role responsibilities required of the position.
- The names and contact details of two professional referees and one pastoral referee.

To apply, please email your application to Melinda Storm, CEN Consultancies Administrator, [consultancy@cen.edu.au](mailto:consultancy@cen.edu.au). You will receive an acknowledgement confirming receipt of your application.

**The closing date for applications is COB 12 June 2023.**





## **REHOBOTH CHRISTIAN COLLEGE**

### **Wilson K-6**

wilson@rehoboth.wa.edu.au  
22 Dalton Place  
Wilson WA 6107

### **Kenwick K-6**

kenwickprimary@rehoboth.wa.edu.au  
Gate 1, 270 Brixton Street  
Kenwick WA 6107

### **Kenwick 7-12**

secondary@rehoboth.wa.edu.au  
Gate 2, 280 Brixton Street  
Kenwick WA 6107

### **Business Office**

business@rehoboth.wa.edu.au  
Gate 4, 92 Kenwick Road  
Kenwick WA 6107

**08 9274 9900**

**rehoboth.wa.edu.au**

ABN 90 553 423 792

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