

PROSPECTUS FOR THE POSITION OF

# Head of Junior School

PORT STEPHENS



**St Philip's  
Christian College**

FOR THE WHOLE OF LIFE

# From the Principal

St Philip's Christian College is an enthusiastically Christian, non-denominational College, aiming to be a leader in providing the highest quality of education. Our motto is 'for the whole of their life'. This reflects our holistic approach to schooling, which pays attention to the formation of our spirit, our hearts, our emotions and our minds. We believe that education concerns the transformation of the whole person. It is about shaping the character of the student, with a focus on who they are and who they are becoming. This kind of learning only takes place in community, as we live together and learn about the world, learn about God, and learn about who we are and could be, as we relate to others.

At St Philip's Christian College we are preparing students to be positive agents for change in the world. Our desire is that our graduates would leave our College inspired and equipped to do the good works that God has prepared in advance for them to do. We want our students to bring hope and life into every future community that they participate in.

Every student who enters our College is received as a precious treasure, created by God with purpose and blessed with unique God-given strengths. Our teachers know our students and their strengths; they know how they learn best and what they contribute to the classroom and to the College community.

At St Philip's Christian College we have the most talented staff who are highly engaged and enjoy coming to work. They are all committed Christians who express their love for God in the way they provide education of the highest quality. It is their passion for teaching and learning that inspires our students to pursue academic excellence.

Our parents are warmly connected to the College and contribute most generously in many different ways. We partner with our parents to provide for their children a journey of learning which is nurturing, challenging and ultimately transformational.

We seek to appoint a new Head of Junior School, commencing in January 2025. This is a significant executive position whose role it will be to support the College in achieving our mission and vision. In partnership with myself and the Executive Leadership Team, our Head of Junior School will be a leading educator who positively supports the growth of our students and staff, and a cultural leader who shapes and influences our community. I thank you for your prayerful consideration of this position and look forward with anticipation to receiving your application, should you choose to apply.

***Mr Martin Telfer***

Principal

BA, DipEd, BD, Dip Min, MTh





## Our Mission

St Philip's Christian College will continue to provide quality education in a caring, secure and challenging learning environment based on Christian beliefs, values and practices.

### VALUES

#### *Christ first*

We want to honour Christ in all things.

#### *Serve one another*

We want to appreciate the unique God-given potential of each person.

#### *Strive for excellence*

We want to aim to do our best all the time.

#### *Do what is right*

We want to always act in a Christian manner.

#### *Build community*

We want everyone to feel they belong.

### VISION

Our vision is to be a leading provider of quality Christian education within our nation where:

- Every student develops a personal faith in Jesus Christ and is empowered to live with purpose, integrity and joy.
- Every student achieves their God-given potential and is well equipped to make a significant contribution to society.
- Every student benefits from innovative and effective learning experiences taught by skilled and dedicated teachers.
- Every student enjoys a safe and secure learning environment wherein they feel connected and affirmed.
- Every student contributes to a culture of respect, dignity, care and concern for others.
- Every student has access to excellent learning resources and is taught in the best learning facilities we can provide.





## Selection Criteria

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### THE PURPOSE OF THE ROLE

Reporting to the Principal, the Head of Junior School will provide leadership and management of the Junior School for Years K to 4, encompassing spiritual, academic, wellbeing, and operational domains. The Head of Junior School is a member of the Executive Leadership Team who will help facilitate the College vision and contribute to the implementation of the College strategic plan.

### KEY COMPETENCIES: SPIRITUAL LEADERSHIP

The Head of Junior School is the spiritual leader of the subschool who supports the core mission of the College by proclaiming Christ through their words, actions and beliefs. For this reason, the Head of Junior School is a mature Christian who is actively involved in a local church. The Head of Junior School is one who embodies the five core values of the College: Christ First, Serve One Another, Strive For Excellence, Do What is Right and Build Community.

### KEY COMPETENCIES: VISIONARY

The Head of Junior School is a visionary who inspires, motivates and engages others through crafting their vision for the Junior School. The clear, aligned, inclusive and compelling vision of the Head of Junior School is the lens through which decisions are made, and communications are filtered.

### KEY COMPETENCIES: COACHING APPROACH TO LEADERSHIP

The Head of Junior School has the leadership qualities of a coach. They approach leadership with a growth mindset eager to learn. They have a high level of curiosity, humility and emotional intelligence. They have a positive self-regard for others and believe that everyone has the ability to improve and grow. They take a solutions-focused stance in response to issues that arise. They are able to engage in difficult conversations and drive accountability.

### KEY COMPETENCIES: EFFECTIVE COMMUNICATOR

The Head of Junior School is an outstanding communicator. They are able to communicate effectively to different audiences in a variety of settings. Through confident, clear, and honest communication they are able to inspire, instruct, include, counsel and collaborate.

### KEY COMPETENCIES: LEADER OF CHANGE

The Head of Junior School has a proven ability to lead change successfully. They identify opportunities for improvement, remain optimistic in adversity, and collaborate with all stakeholders in the design of change.

## **KEY RESPONSIBILITIES: STUDENTS**

The Head of Junior School will lead the delivery of an outstanding educational program which inspires, nurtures and develops each student. They will provide vision for the learning environment of the Junior School which represents contemporary pedagogies and maximises student achievement and engagement.

The Head of Junior School will oversee the wellbeing program and ensure that all students are known, cared for and actively engaged in the Junior School community. They will maintain a positive learning environment which upholds high behavioural standards, promotes student voice and empowers student leadership.

## **KEY RESPONSIBILITIES: STAFF**

The Head of Junior School will lead the subschool team of staff, building relationships of trust and care, and promoting staff wellbeing and engagement. The Head of Junior School will set clear expectations and high standards, while also being generous in recognising and praising the strengths of the team. They will actively encourage staff development and provide opportunities for professional learning and growth.

## **KEY RESPONSIBILITIES: PARENTS**

The Head of Junior School will communicate proactively with parents and forge an effective partnership which is in the best interests of each student. Making themselves accessible, the Head of Junior School will ensure that parents are well-informed about the students' academic progress and wellbeing, College policies and expectations, and the calendar of College events.

## **KEY RESPONSIBILITIES: OPERATIONS**

The Head of Junior School oversees the management of Junior School staff, programs, finance, resources and facilities. They are responsible for the Junior School calendar and organisation of weekly events, such as assembly and chapel, and other significant events, such as graduations and parent/teacher interviews.



# How to Apply

## **CANDIDATE STATEMENT**

This is a brief statement of application outlining what you feel you would bring to this role, reflecting on your past experience in the context of the selection criteria. This should be no more than one page.

## **CURRICULUM VITAE**

This should include personal contact details, employment history, leadership responsibilities, key achievements and any other relevant information regarding professional and community activities.

## **ST PHILIP'S CHRISTIAN COLLEGE EMPLOYMENT APPLICATION**

Please provide:

- a completed St Philip's Christian College Port Stephens application form, available on the website.

[APPLICATION LINK](#)

- any other information you consider relevant to support your application.

St Philip's Christian College Port Stephens is committed to child safety. As such, the successful applicant will be expected to satisfy child protection screening and adhere to the College's Child Protection Policy and Code of Conduct. These documents may be downloaded from the College's website.

## **APPLICATIONS SHOULD BE FORWARDED TO:**

Mr Martin Telfer

Principal

St Philip's Christian College - Port Stephens

PO Box 342

Salamander Bay NSW 2317

EMAIL: [samantha.corset@spcc.nsw.edu.au](mailto:samantha.corset@spcc.nsw.edu.au)

## **APPLICATIONS CLOSE**

Monday 20 May 2024, 5pm







# St Philip's Christian College

FOR THE WHOLE OF LIFE

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