



For the Whole of Their Life



For the Whole of Their Life

Appointment of **Head of Middle School** (Year Five to Year Eight)

“The Way, The Truth and the Life”



St Philip's Christian College

St Philip's Christian College Gosford is a non-denominational, independent, co-educational, Preschool to Year Twelve Christian School.

Formerly Gosford Christian College, this St Philip's Christian College has provided quality Christian Education to the Gosford community for over forty years.

St Philip's Christian College, based in the Hunter Region, assumed ownership of the Gosford school in 2007. This group now has a family of six schools, with over 800 staff members and over 5000 students in their care.

Christian schooling continues to be highly sought after by a large section of our community because of the life-giving values that permeate all activities and curriculum in our schools.

At Gosford, as with the other St Philip's schools, we strive to work in partnership with parents to provide children and young people with the knowledge and skills they need to realize their God given potential in every aspect of their lives and to become productive members of their community.

St Philip's Christian College Gosford is situated at 20 Narara Creek Road, Narara (just north of Gosford), New South Wales, and is 80 kilometres north of Sydney. The College is located on the side of and at the bottom of a hill with a lush bush outlook. The facilities are well established in their core function.

The College already has a strong emphasis on student pastoral care, establishing core learning skills, creative arts performance, and an International Students Program.

College Motto – “The Way, The Truth and the Life”

The Motto is taken from the words of Jesus in John 14:6

"I am the Way, the Truth and the Life; no-one comes to the Father but by me."

Jesus alone is the means by which men, women, girls and boys can come to know, for themselves, our Creator and Father God.



Vision and Values

Our Vision

St Philip's Christian College seeks to be a leading provider of quality Christian schooling 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.

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 practice.

Our Core 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 very best all the time.
- Do what is right - we want to always behave in a Christian manner.
- Build Community - we want everyone to feel they belong.

Staff

The current Executive Principal of the College is Mr Graeme Irwin. The current Gosford Acting Principal is Mr Cameron Johnston.

There are 109 staff members at St Philip's Christian College Gosford. Within the Middle School, there are currently 14 teaching staff that comprise the core Middle School faculty, as well as a number of subject-specialist staff who also teach in the Senior School (both full time and part time) and supporting ancillary staff. There are also staff members who are corporate support members who work across the family of schools.

The Principal administers the College with the assistance of the Executive Team, comprising of the Deputy Principal, the three Heads of School (Junior, Middle, Senior), the Business Manager, the Director of Christian Foundations and the Executive Assistant.

The Head of Middle School works with the Deputy Principal and reports to the Principal.

The Middle School faculty comprise mostly of the Pastoral Care teaching team for Years Five to Eight, with each teacher having responsibility for a core class in the Middle School. These teachers primarily teach within their specialist area (eg. Stage 3, English, Science, PDHPE). Supporting the Middle School team are Instructional Leaders for each major KLA that support their respective teams from a coaching and strengths based approach under the guidance of the Director of Curriculum, Teaching and Learning. Working in the Middle School one or two days per week we also have St Philip's Teaching School interns, who provide paid support for the classroom teacher whilst learning more about their chosen profession.



Cameron Johnston – Acting Principal



Graeme Irwin – Executive Principal

Middle School

The Middle School caters for boys and girls from Years Five to Eight.

The Middle School has a broad and enriching curriculum, catering for the whole child, but emphasising Academic Achievement and Christian Values. There is a strong tradition of catering for the whole child within Middle School, supporting wellbeing, academic, and spiritual growth. With nine Pastoral Care classes across Years Five to Eight, the role of the Pastoral Care teacher in Middle School plays a pivotal role where they serve to support the whole student.

Stage Three is divided into year groups, with two classes per Year Group. These classes are taught by Primary specialist teachers, with RFF support provided by specialist teachers in CAPA and TAS. A designated explicit teaching block in literacy and numeracy has been established, supported by observations and coaching from the Kindergarten to Year Six Instructional Leader.

Stage Four is divided mostly into year groups, with two classes in Year Seven and two classes in Year Eight. Additionally, a staged-based high ability enrichment class (HAWKE) forms part of the Stage Four team.

The Inclusive Education team work together with teaching staff to support the academic and wellbeing concerns of those who need extra support.



Position Description – Head of Middle School

Rationale

This position sets aside someone to assist the Gosford Principal to operate the College, with specific reference to the Christian ethos of St Philip's Christian College and the operations of the Middle School at Gosford. The context of the position is embodied in the Mission, Vision and Value statements of St Philip's Christian College.

General Position Description

The Head of Middle School is responsible to assist the Gosford Principal in the development and running of the School, with particular emphasis on the operations of the Middle School. The Head of Middle School is the team leader of their particular staff, and is directly accountable to the Gosford Principal for pastoral care, educational administration operations, and for curriculum operations.



General Areas of Responsibility

1. To develop, promote and maintain the ethos of the College;
2. To be the team leader of the Middle School staff, and thus to be responsible for the monitoring, evaluation and development of their responsibilities and authorities, with reference to teaching and learning, pastoral care and educational administration;
3. In conjunction with the Deputy Principal and other Heads of School, and as part of the Middle School Leadership Team, to be responsible for the P-12 policy monitoring, evaluation and development of the Curriculum areas of the College
4. To liaise and develop systems with the Deputy Principal and other Heads of School for any matter that effects the operations and/or development of the whole College – in particular, College level governance policies and procedures (Child Protection, Occupational Health and Safety, Educational KPI policies etc.);

5. Manage all of the accountabilities (College and various levels of Government) that relate to the proper running and development of that part of the College;
6. Not exceed any executive limitations that are placed on this position, as determined by the Gosford Principal in policy and procedural documentation;
7. Involvement and leadership in other aspects of the wider life of the College, as directed by the Gosford Principal.

Specific Responsibilities:

In Personal Christian Life – Leadership and Development

1. Promote the vision and ethos of the College.
2. Attend to professional development that assists him/her and others in that part of the College.
3. Maintain an active involvement in a local Christian evangelical fellowship.



Routine responsibilities

1. Ensure the safe and caring management of all of the activities of the children and staff of Middle School;
2. To take on other whole College management responsibilities and accountabilities as determined by the Gosford Principal;
3. Provide an open and supportive environment with children and parents that reflects the relational ethos of the College;
4. To be accountable to the Gosford Principal for the development, planning and implementation of the Middle School programs and events;
5. Manage all of the accountabilities (College and School level, and various levels of Government) that relate to the proper running and development of a Middle School;
6. The development, discipling and management of the Middle School staff, and their business;
7. Undertake ongoing professional development
8. Work in conjunction with other members of the leadership of the College for the active promotion and development of the College and with any other staff members whose work impinges on the running and development of the Junior, Middle and Senior School, and vice-versa;
9. To liaise with the appropriate Coordinators in matters of P -12 student pastoral care, curriculum and educational administration;
10. To deputise for the Gosford Principal as required;
11. To undertake other leadership and teaching responsibilities at the College as required by the Gosford Principal.
12. Manage the Middle School Budget in a way that is in alignment with the strategic vision of the Middle School and College.



Conditions of Appointment

- The appointment shall be for an initial period of three years. Reappointment will be after a review, which shall be undertaken every five years.
- The salary will be in line with the Non-Government Schools' Agreement. If desired, the salary can be packaged to include a motor vehicle, superannuation contributions, etc.
- The successful applicant may be required to undergo a medical examination before appointment.
- The normal conditions of employment apply as set down in the Non-Government Schools' Agreement e.g. Long Service Leave, Sick Leave etc.
- The timing of annual leave is to be negotiated with the Principal.





Conditions of Appointment– *all criteria must be covered in application*

Criteria 1 Strength and Depth of Christian Commitment

Descriptor A mature Christian person with a genuine faith experience, who endeavours to live a holy lifestyle. Leads his/her family toward Godliness. Has healthy devotional habits. Has a good Biblical knowledge. Is actively involved in a local evangelical Christian Church. Displays evidence of ministry development and experience, especially with children.

Criteria 2 Appropriate Qualifications and Relevant Experience

Descriptor A person with good qualifications in Primary or Secondary Education and School Administration. Post graduate qualifications or other qualifications or areas of expertise that would enhance the position. Teaching experience and/or familiarity with NSW Curricula. Substantial experience within a Christian School. Administrative and Leadership experience. Other relevant experience e.g. ministry, curriculum development etc.

Criteria 3 Administrative Competence

Descriptor Has well developed organisational and administrative skills and the ability to manage resources. Is responsible to and supportive of the needs of teachers. Is aware of what is going on in the classrooms. Enables the sharing of duties and resources to occur in the most efficient manner. Has a flexible administrative style.

Criteria 4 Social and Inter-personal Relationship Skills

Descriptor Has the personal qualities of sensitivity, enthusiasm and confidence in educational settings. The ability to communicate effectively with students, teachers, parents and the community. The ability to support, encourage, build and maintain staff morale. Success in resolving conflict. The ability to consult, negotiate and liaise effectively with groups and bodies inside and outside of the College.

Criteria 5 Educational Expertise

Descriptor The ability to develop and monitor high educational standards. An in-depth knowledge of each Key Learning Area and the most effective pedagogical approach to each. Curriculum development experience and expertise. Ability to supervise and evaluate teaching programs and practice.

Criteria 6 Leadership Ability

Descriptor A visible and pro-active leader with the capacity to initiate improvement. Has the presence and skill to be able to focus the attention of others on matters of greatest importance. Has the capacity to build a unique school culture characterised by a distinctively Christian approach and the pursuit of excellence.

Applications

Application for the position of Head of Middle School should read the Staff Code of Conduct (found on the College website) and if in agreement, submit an application that includes:

- Cover letter- addressing elements of the selection criteria on the previous page
- Application for Employment Teaching Form (found on the College website)
- Two written references:
 - Current Church Minister
 - Relevant Educational

Applications Close Monday 9am 23rd May, 2022

Applications should be addressed to the Acting Principal, Mr Cameron Johnston and emailed to gosford.principal@spcc.nsw.edu.au





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Narara NSW 2250

www.spcc.nsw.edu.au