



ADVERTISED POSITION

DEPUTY PRINCIPAL (SECONDARY)

POSITION DESCRIPTION

Position Title: Deputy Principal (Secondary)

Reports to: Principal

Job Purpose:

The Deputy Principal (Secondary) will be responsible for the strategic planning, general operations, and development of the Secondary section of the College (Years 7-12) including Christian education, student care, performance management of Secondary staff members, cultural development to achieve the Vision of the College, WACE/VET delivery, the implementation of the Australian Curriculum, behaviour management, and the improvement of student learning outcomes. There will be a teaching component to the role (approximately 0.4-0.5FTE, as determined by the Principal).

Commencement date: January, 2017

Main Attributes of the Successful Candidate

The Deputy Principal (Secondary) will be integral to the positive growth of the College into future years. This will primarily be seen in the candidate's impact on the quality of education in the Secondary section of the College. This person will positively impact both the Christian fabric and professional standards of the College.

The successful applicant will be an evangelical Christian educator, who has demonstrated a capacity to perform in a school setting. They will be an active member of an evangelical Church, and would have demonstrated regular church attendance over several years. They will have a passion to see the gospel communicated, and will believe that the Bible is the inerrant Word of God. They will not have a liberal view of Scripture or social teachings, rather be Bible-based in their cultural understandings and view of Scripture.

The candidate will also have demonstrated servant-hearted leadership over the course of their career, and have a developed skill base that allows them to lead school staff in continuous





improvement. Their professional skills will be developed both through specific study and experience. Typically this candidate would have at least five years educational experience, with demonstrated leadership experience.

This person is a team builder, who can manage staff and relate well to the school community, and build a positive student and school culture. There would need to be a demonstrated history of cooperative and collaborative practice by the candidate. They will be multi-skilled, and flexible in their learning and delivery of service. They will be able to manage events, curriculum, pastoral care and general operations of the Secondary section of a school with confidence.

The successful candidate will be self-motivated, be able to manage their role effectively and independently, and be a team player. They must be able to work unsupervised, setting goals in-line with Board and the Principal's expectations, and work to excellent capacity.

Experience in a school executive position may be an advantage to the applicant.

Major Responsibilities

- (a) Offers professional leadership to Secondary school staff members, and works collegially and cohesively as a team member within the School Executive Team and Secondary School;
- (b) Provides leadership and develops, disseminates and implements College policies and procedures related to the Secondary section of the College;
- (c) Provides leadership by conducting performance management strategies including AITSL standards and mentorship to foster the ethos and culture of the Secondary section;
- (d) Undertakes and implements strategic planning with respect to implementing the Australian Curriculum (AC) and HillSide's Christian curriculum;
- (e) Facilitates the Secondary staff meetings and disseminates information to the College community;
- (f) Oversees the mapping and implementation of the Year 7-12 Curriculum with a K-12 focus;
- (g) Uses professional knowledge in relation to innovations and developments in education and implements improvements at HillSide Christian College;





- (h) Works with other senior staff members to establish, embed and evaluate innovative approaches to teaching and learning;
- (i) Works with ICT staff to ensure that ICT infrastructure properly supports teaching and learning in the Secondary section of the College;
- (j) Works closely with the Secondary staff members to prepare, design and implement the Secondary timetable to ensure that it reflects the intent, policy and decisions of the College;
- (k) Undertakes audits and reviews of the structure and content of the Secondary curriculum and provides leadership in planning and implementing changes to the content and structure of the curriculum in Years 7 to 12, in particular ensuring compliance with DES, SCSA and associated SIRS, VET and Registration requirements are proactively met for secondary students and staff;
- (l) Assists the Principal and Business Manager in ensuring the good order and development of College infrastructure, including building and grounds, and budgetary planning;
- (m) Liaises with the Deputy Principal (Primary) and Principal to implement effective student care programmes;
- (n) Provide services to maintain the spiritual welfare of students, and help to develop among students a sense of respect for God, self, staff and the wider College community, including Christian curriculum implementation;
- (o) Encourages student leaders to develop a leadership role within the College, specifically within the areas of self-discipline, student morale, community service and Christian living;
- (p) Liaise with the Principal to develop the College budget and monitor expenditure over the year.
- (q) Successfully track student performance and plan specific learning programmes designed to improve school and individual student performance.
- (q) Teaches in subjects as a minor component of the role, including WACE courses and lower secondary programmes, as directed by the Principal.





Demonstrated Skills

- (a) An ability to work positively within the College team environment including building effective working relationships with other members of the College community;
- (b) A demonstrated ability to communicate effectively verbally and in writing. This includes sound public relations skills, an ability to conduct interviews, and the capacity to deal effectively with conflict;
- (c) Strong work-related character traits including honesty, humility, sensitivity and selflessness;
- (d) Natural leadership skills including innovation and leading by example;
- (e) Ability to adapt to change and the ability to work within a changing educational and work environment;
- (f) The ability to manage staff in a professional way through effective performance management processes;
- (g) Aptitude and ability to manage the general operations of a Secondary school: e.g. timetables, rosters, strategic plans, staff relief, SIRS, VET, etc.;
- (h) Articulate and implement government and school-based policy as related to the effective operation of a school;
- (i) Lead the Secondary school in Christian love and direction.
- (j) Use, implement and also train staff in operating standardized ICT software including MAZE, SEQTA, Validate (AISWA), SIRS, and other normal high school software.

Selection Criteria

- (a) How have you demonstrated effective leadership skills in a school setting?
- (b) Describe the model of pastoral care and behaviour management you would implement.
- (c) Outline your interpersonal and public relations skills that demonstrate the ability to establish





and maintain effective working relationships to achieve planned outcomes.

(d) How would you implement a strategic planning model to ensure the ongoing improvement in a Christian school?

(e) Explain your management skills and demonstrated effectiveness in conducting general operations in a secondary school. Please make specific reference to managing timetables, term planners, events, and educational compliance.

(f) Describe your role and effectiveness in managing events and initiatives in a school setting.

(g) Outline your role and contribution to the life of the Church. Include your Christian faith story and Church membership.

CONTEXT

HillSide Christian College is seeking a dedicated and enthusiastic Christian Deputy Principal (Secondary) to work as part of the Executive Team from 2017 onward.

The College has been established since 1977. The College is a Church-based school and is part of the ministry of HillSide Church. The College has its own Board of governance, and a separate constitution, which articulates an evangelical, non-denomination doctrinal intent. The Secondary section of the College has been in operation for six years.

The successful applicant will provide educational leadership in the College and community by developing and promoting the College's vision and culture and encouraging staff, volunteers and others to share ownership of the College's vision and goals as an institution that offers high quality education to students within a clear Christian ethos.

The Deputy Principal (Secondary), will work as part of the K-12 Executive team (with the Deputy Principal – Primary, and the Principal) and will develop sound and positive relations with students, staff and the community, and use this as the basis for all interactions. The successful applicant will be responsible for building empathy and rapport with students through active listening, endeavouring to understand, proactively implementing positive behaviour management, and providing Godly advice and support.

Currently, there are approximately 310 students (K – Year 12) enrolled at HillSide Christian





College. There are currently 120 Secondary students enrolled at the school from Years 7-12. The secondary section of the College has been incorporated into the school in the last six years, and the school is actively looking to increase its enrolment.

HillSide has a strong student care focus because it is a Christian school and student welfare is at its centre. The school is in a low-middle socio-economic area and is a low fee paying school. Its SES index is 97.

Quality teaching and learning are priorities. Enhancing teaching and learning experiences is fostered through AITSL performance management processes. The Deputy Principal (Secondary) will be expected to embrace staff development as the vehicle for positive change.

The position is full time and will include a minor teaching load (approximately 0.4-0.5 FTE, as determined by the Principal).

The successful applicant will need to sign a College "Contract of Employment" to secure employment. Remuneration will be based on experience. The College currently uses DET salary scales as a general guide for administrator salaries. This position is in line with a Level 3 Administrator in the government sector. Salary, however, is reviewed year-to-year based on the College's financial conditions.

Current, HillSide Administrator Salaries – Deputy Principal

Level 1	\$111, 830 (Year 1)
Level 2	\$116, 348 (Year 2)
Level 3	\$119, 501 (Year 3)
Level 4	\$122, 741 (Year 4)

A sample copy of the Administrator Contract will be made available to all applicants upon request. The Contract will be for an initial five year tenure, with a six month minimum probation period. Please refer to the Contract for all other details.

You may also contact the College for more information about the school, such as the 2015 Annual Report.





For further job-related information please contact Mr Stephen Lamont (Principal)
(08) 9453 2644 or emailing stephen.lamont@hillside.wa.edu.au

Application Instructions

1. Forward a comprehensive CV with a covering letter that outlines your skills and experiences in relation to this position. Please include in the CV, a Christian oriented reference from your Church Pastor or his contact details.
2. Address the Selection Criteria in relation to the position. One page maximum, in 12 point font, per criterion is mandatory.
3. Provide copies of compliance documents listed below in the application. The original items should be available for sighting and copying if a candidate is interviewed:
 - (a) Birth certificate
 - (b) Satisfactory National Police Clearance
 - (c) Working With Children Check (WWC)
 - (d) TRBWA current Full Registration
 - (e) Photographic identification
 - (f) Copy of all current qualifications

Once your application is received, a letter or email will be sent to you confirming the receipt of the application.

If your application proceeds to the next stage, you will be asked to complete an Employment Application form. Interviews and referee checks will be integral to the selection of any candidate.

Applications must be submitted prior to 4.30 p.m. (WST) on Monday 5th September, 2016.

Applications must be submitted by email, hand delivered to the College (with receipt), or posted. Late applications will not be accepted. Please mark the application: "Confidential: Mr Stephen Lamont – Principal".

The successful applicant will be notified in writing and will be required to sign the Contract of Employment within 48 hours in order to secure the position. Failure to meet this deadline may result in the position either being re-advertised, or offered to the next highest ranked candidate.

The College reserves the right to fill the position at its discretion and timing, and to





HILLSIDE CHRISTIAN COLLEGE

withdraw the position if required. It also reserves the right to contact the candidate's current Line Manger or referees outside of those references listed by the candidate. The position will only be filled by the College when a suitably qualified applicant is secured. The College thanks candidates in expectation of their understanding and effort.

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TO KNOWLEDGE, ADD WISDOM
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