





Swan Christian  
Education Association Inc.

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## Introduction

Swan Christian Education Association (SCEA) is seeking a Christian leader for their foundation school, Swan Christian College, to commence at an agreed date in 2015. As the Principal of one of Perth's most innovative educational institutions, the chosen candidate will lead a large team of teachers and education staff using state-of-the-art facilities, including a thriving K-12 college, an established online school and trade training centre to bring a quality, Christ-centred education to over 1550 students.

The leader of the college is strongly supported by SCEA, who were founded over 30 years ago to partner with families and communities to provide Christ-centred education. Including Swan Christian College, SCEA operate seven independent schools in Western Australia, with total enrolments of 4,000 students and more than 500 staff in 2015.

## Swan Christian College

Swan Christian College was established in 1983 and is a non-denominational, co-educational College with over 1550 students. The College has a well-developed Christian education philosophy and breadth of programs that aim to promote a strong sense of belonging and a spirit of hospitality and generosity.

The College consists of a Junior and Senior Day School, Trade Training Centre and the SwanOnline Education Centre co-located at the campus in the picturesque Swan Valley, in metropolitan Perth.

As an experienced and future-focussed educator, the successful applicant will lead improvement, innovation and change at Swan Christian College and support improvements across the wider Association. They will engage with the local community and collaborate with the leaders and staff of other SCEA schools to share resources and develop educational initiatives.

The successful applicant will be a committed Christian who can meet the membership requirements of the Association. They will have a sound knowledge of education from a Christian perspective and be capable of leading educational staff in a Christian context. As the lead educator of the college, he/she will support the team of academic and support staff in providing an exceptional learning environment for students.

SCEA is appreciative of the dedicated and faithful service of the previous Principal, Mark Lewis, who will leave the Association after 8 years of service. The commencement date for the new Principal will be determined by mutual negotiation.

## Reporting relationships

The Principal leads the executive team of the school, and reports to the Chief Executive Officer of SCEA, Rev Stephen Lee, who in turn reports to the Board of the Association.

## SCEA's Mission, Vision and Values

### Who we are

We want to be known for the following characteristics or 'values'.

- Christ-centered education
- Unity
- Educating the whole person
- Creativity and innovation

### What we do

Our mission is to partner with families and communities to provide Christ-centred education.

### Where we are going

Our vision is to be leaders in effective Christian Education in Western Australia, such as to influence the next generation of children globally.

### How we will get there

By serving, equipping, encouraging and developing staff, students, families and the community through education.

*Principals are the leading educational professionals in the school. They inspire students, staff, parents and other members of the community to continuously enhance the learning for all."*

- *The Australian Professional Standard for Principals*

## Selection Criteria

Applicants should provide a short written response with evidence and/or specific examples of your competence/experience in each of the listed criteria.

### Essential (short written response)

- A mature Christian faith (commitment to the Lord Jesus Christ, accept the Association's Statement of Faith, attend church on a regular basis and have a lifestyle consistent with Protestant evangelical principles as defined by the SCEA Board).
- Synergy with the SCEA mission, vision and values.
- Ability to lead teaching and learning as outlined in the AITSL Standard for Principals and the National School Improvement Tool.
- Ability to collaborate and share the resources of the largest College within the Association.
- Ability to develop self and others.
- Ability to lead improvement, innovation and change, including introducing an improved culture at the school.
- Ability to effectively lead a K-12 school.
- Ability to engage and work with the wider learning community.
- Ability to demonstrate being future focussed and lead the development of the vision and values of the school.
- Strong inter-personal and communication skills: emotional intelligence, empathy, resilience, ability to build trust, problem-solving skills, ability to communicate, negotiate, collaborate and advocate, ability to give and receive feedback, networking skills, influencing skills and the ability to inspire others. (Give evidence on your 3 strongest qualities from this list).
- Desire to work with the Association's Executive Team and willingness to serve on the Association's various committees.
- Extensive experience in a leadership role.
- Working with Children Check and registration with or eligibility to be registered with TRBWA.

### Desirable (short written response)

- Demonstrated experience as a Principal/Head of a K-12 school of a similar size.
- Knowledge and understanding of the latest research and developments in pedagogy, school improvement, education policy and leadership & management.
- Skill or knowledge that supports the School's programs.
- In-depth understanding of Christian education.

## The Selection Process

Applications should consist of a:

- Covering letter
- Recent photograph
- Resume
- Certified copy of all qualifications and TRBWA registration
- Statement addressing each of the selection criteria
- Completed application form, available on the SCEA website [www.scea.wa.edu.au](http://www.scea.wa.edu.au).

Applications to be submitted in electronic format in PDF to [hr@scea.wa.edu.au](mailto:hr@scea.wa.edu.au), or in hard copy to PO Box 254, Midland WA 6936 addressed to the Human Resources Manager at Swan Christian Education Association by close of business Friday, 20 February 2015. Please mark the application "Confidential Application: Principal of Swan Christian College".

SCEA reserve the right to appoint this position prior to the application closing date, or by invitation. For queries about the position, please contact Rev Stephen Lee at [info@scea.wa.edu.au](mailto:info@scea.wa.edu.au) or phone (08) 9274 6411. For queries about the application process please contact Sid Rajanayagam at [sidneyr@scea.wa.edu.au](mailto:sidneyr@scea.wa.edu.au) or phone the above number.

## Appendix: Role Description

### As the delegated spiritual and cultural leader, the Principal will:

- Facilitate the development of a School culture that promotes Christian beliefs, values and behaviours in all aspects of School life;
- Display excellence in school leadership by ensuring high quality learning, teaching and schooling;
- Ensure the vision for the school is shared, clearly understood and acted upon effectively by all;
- Build a Christian community working for the nurture and development of students; and
- Ensure the provision of a quality Christian curriculum for all students.

### As the delegated leader of teaching and learning, the Principal will:

- Take responsibility for developing a culture of learning, placing learning at the centre of strategic planning;
- Be responsible for leading, designing and managing the quality of teaching and learning and for students' achievements in all aspects of their development;
- Implement an effective learning and assessment framework that uses data, benchmarking and observation to monitor the progress of every child's learning;
- Set high standards for the whole school through careful collaborative planning, monitoring and reviewing the effectiveness of learning;
- Develop and maintain an explicit, coherent, sequenced plan for curriculum delivery across the years of the school; and
- Take a strong leadership role, encouraging the use of research-based teaching practices in all classrooms to ensure that every student is engaged, challenged and learning successfully.

### As the delegated developer of others (and self), the Principal will:

- Support all staff to achieve high standards and develop their leadership capacity through managing performance, effective continuing professional learning and regular feedback;
- Work with and through others to build a professional learning community in the school that is focused on continuous improvement of teaching and learning;
- Establish and communicate clear expectations concerning the use of effective teaching strategies throughout the school;
- Spend time with teachers, providing feedback on teaching and, where appropriate, modelling effective teaching strategies;
- Ensure that staff grow in their understanding and practice of Christian education through a program of nurture and development; and
- Model effective leadership and be committed to your own ongoing professional development by remaining personally well-versed in the latest research and developments in pedagogy, school improvement, education policy and leadership & management.

## **As the delegated leader of improvement, innovation and change, the Principal will:**

- Work with others to produce clear evidence-based school improvement plans, policies and practices;
- Lead and manage innovation and change to ensure the vision and strategic plan is put into action across the schools and that their goals and intentions are realised;
- Set and communicate explicit targets for improvement in student achievement, engagement and well-being and develop quality assurance and review strategies to monitor progress towards targets systematically;
- Motivate and work with others to foster creativity, innovation and the use of appropriate new technologies to achieve excellence; and
- Demonstrate a personal commitment to continuous improvement using problem solving, creative thinking and strategic thinking.

## **As the delegated manager and administrative leader, the Principal will:**

- Ensure that effective strategic planning for the growth and betterment of the school (including financial improvement) is undertaken under the direction of the CEO, and that such plans are consistent with, and in alignment with, the SCEA Strategic Plan;
- Manage the schools' human, physical and financial resources effectively and efficiently to achieve each school's educational goals and priorities;
- Ensure that the schools' resources and staff are efficiently organised and managed to provide effective and safe learning environments as well as value for money;
- Appropriately delegate administrative duties to staff and monitor accountabilities;
- Ensure budgets are integrated and aligned with learning priorities;
- Attract, develop, retain and deploy staff appropriately and manage their workload to achieve the vision and aims of the school;
- Ensure that the environment for all activities of the students at the school is a safe environment and that proper risk management strategies are developed and maintained at all times;
- Implement ongoing procedures to ensure that each School meets all registration and accreditation requirements with appropriate legislative authorities;
- Ensure appropriate practices for the employment/termination of staff and the enrolment/dismissal of students; and
- Develop and maintain the school's capacity and willingness to respond to those in need.

## **As the delegated community leader, the Principal will:**

- Develop and maintain positive partnerships with students, families and carers and all those associated with the school's broader communities to support and improve students' achievement and personal development;
- Engage with families and partner, where appropriate, with community groups, agencies and individuals, businesses or other organisations to enhance and enrich each school and their value to the wider community;
- Make sure learning experiences for students are linked to the wider community and invite and facilitate the community's participation in student learning;
- Involve staff, students and parents in collaborative decision making processes where appropriate;
- Ensure that appropriate communication is maintained with parents, staff and affiliated groups; and
- Actively seek feedback from families and the wider community about the quality of learning and their ambition for education.

## **As a member of the SCEA Executive Team, the Principal will:**

- Represent the school within Swan Christian Education Association (Inc.) and promote the Association as a whole to relevant parties;
- Report to and implement policies of the school, Chief Executive Officer and SCEA Board;
- Demonstrate a consideration of the balance between the wider interests of the Association and the schools in decision making;
- Actively engage with the other members of the team in appropriate dialogue and decision making;
- Contribute to the development of a 21st Century education system at Association level by sharing effective practice, working in partnership with others to develop integrated provision;
- Foster the exchange of ideas, collaboration, sharing of resources and practices, and provision of mutual support between staff across the Association; and
- Observe, maintain and work to improve policies and procedures pertaining to relations and transactions between the school and the other schools within the Association and the Association Office.