



CARNARVON CHRISTIAN SCHOOL

"Walk as the children of light"



Principal Applicant Information Pack



Principal Carnarvon Christian School

The Board of Carnarvon Christian School is calling for applications from Christian educators for the position of Principal, following the retirement of our long-serving and highly regarded Principal, James Shaw.

This is an exciting opportunity and adventure for either an experienced Christian leader or for someone who believes that God is now calling them to consider a leadership role. CCS is a non-denominational school which draws children from Christian families around Carnarvon, but also welcomes the enrolment of children from non-Christian families who are willing to support the school's strong Christian ethos.

Description:

Carnarvon Christian School is a Kindergarten to Year 6 Primary School of around 85 students (20 in kindergarten) which is located in the coastal horticultural and fishing town of Carnarvon, 900km north of Perth. The region is famous for its year-round mild climate and its position, which is within a half day's drive of the World heritage area of Shark Bay and the beautiful Ningaloo reef.

The school buildings are nestled amongst 5.7 hectares of natural bushland and grassed areas. The air-conditioned classrooms are well resourced. CCS also has a large hall, canteen, library and a large undercover Sports Area.

CCS is a member of Christian Education National (CEN), an Australia-wide group of 55-member associations that together govern well over 80 schools of approximately 23,000 students and 2,000 teaching staff. These are schools where parents and teachers work in collaboration to prepare their children to serve God and their neighbours in the world, according to the gifts God has given them.



The school is also a member of the Independent Schools of W.A (AISWA) Association.

As a non-denominational Christian school, Carnarvon Christian School provides a Christ-centred education and welcomes all children into our school family. We value students as individuals - our students are encouraged to think for themselves and to express their views, to enquire and explore so they may thrive in a community that makes them feel **safe, valued and respected**.



Vision

To be a vibrant and caring school community, focused on a Christ-centred education.

CCS Mission Statement

In partnership with families, Carnarvon Christian School aims to provide an all-encompassing education, in the light of God's Word. Students will be encouraged to develop positive relationships and their God given talents as they grow towards Christian maturity.

Values

CCS understands our values are to derive from the character of God and the teaching of his word, the Bible.

...In Him [Christ] all things hold together" [Colossians 1:17]

The values stated include and expand upon "Values for Australian Schooling" issued by the Australian Government in 2005.

CARE AND COMPASSION

"Love your neighbour as yourself" [Matthew 22:39]
Thoughtful, selfless, kind, advocating for the vulnerable, nurturing, empathetic, merciful, supportive, encouraging, loving, patient, generous, gentle, having a servant-heart.

DOING YOUR BEST

"Whatever you do, do all to the Glory of God," [1 Corinthians 10:31]
Exercising stewardship, content, willing to try hard, appreciating and valuing excellence, celebrating quality outcomes, persevering, not being conceited.

FAIR GO

"Make your ear attentive to wisdom... Then you will discern righteousness, justice and equality and every good course" [Proverbs 2:2, 9]
Fair, just, acting with equity, giving opportunity and access, considerate, selfless

FREEDOM

"Do not use your freedom as a covering for evil" [1 Peter 2:16]
Not dominated, not oppressed, not fearful, enjoying rights and privileges, supporting the rights and privileges of others.

HONESTY AND TRUSTWORTHINESS

“Truthful lips endure forever, but a lying tongue lasts only a moment” [Proverbs 12:9]
Truthful, lacking deceit, reliable, dependable, respectful of the property of others, being consistent with one’s own values and beliefs.

INTEGRITY

“It is the will of God that by doing right
You may silence the ignorance of foolish people” [2 Peter 1:15]
Acting morally and ethically, being consistent between one’s words and deeds, demonstrating fidelity and loyalty, acting righteously, having courage under pressure, practicing forgiveness when appropriate.

RESPECT

“Honour all people...” [1 Peter 2:17]
Showing honour and consideration, allowing for other’s points of view, treating others with genuine appreciation as fellow human beings, showing courteousness, protecting the reputation of others, valuing every human as an image bearer of God.

RESPONSIBILITY

“The fruit of the Spirit is Love, Joy, Peace, Patience, Kindness, goodness, Gentleness, self-Control; against such things there is no law.” [Galatians 5:22, 23]

UNDERSTANDING, TOLERANCE, INCLUSION

“Make every effort to live in peace with all men and to be holy...” [Hebrews 12:14]
Peaceful, self-controlled, walking in another’s shoes, understanding the basis of differences, being empathetic, appreciating cultural differences, accepting diversity in society, respectful, acknowledging differences in beliefs and values, showing courtesy towards people of different beliefs and cultures, fostering mutual trust and understanding, fostering community over individualism.



WISDOM AND DISCERNMENT

“Trust in the Lord with all your heart and lean not on your own understanding; in all your ways acknowledge Him, and He will straight your paths.” [Proverbs 3: 5-6]
Knowing and understanding God’s mind and His purposes, being faithful to God’s Word, weighing issues against God’s Word, being careful, thoughtful and reflective in the face of challenges and crisis, being a careful listener, weighing one’s words carefully, speaking the truth in love, being concerned for reconciliation.

FAITHFULNESS TO GOD

“Love the Lord your God with all your heart, with all your soul and with all your mind” [Matthew 22:37]
Honouring God in the face of challenges and disappointments, being courageous under criticism and aggravation harassment, resisting temptation, giving God first place in everything.

FAMILY

“Children obey your parents in the Lord, for this is right, Honour your father and mother... that it may go well with you and that you may enjoy long life on the earth” [Ephesians 6:1]
Promoting marriage and family life, promoting fidelity, and integrity in marriage, honouring the rights of parents to determine the character and influences that their children are exposed to, encouraging children to honour their parents, giving effective voice to parents with the life of the school, assisting parents in the nurture and discipline of their children, supporting parents through the challenge of parenting.

CHRISTIAN CHARACTER

“So don’t lose a minute in building on what you’ve been given, complementing your basic faith with good character, spiritual understanding, alert discipline, passionate patience, reverent wonder, warm friendliness and generous love, each dimension fitting into and developing the others. With these qualities active and growing in your life, no grass will grow under your feet, no day will pass without its reward as you mature in your experience of our Master, the Lord Jesus Christ. Without these qualities you can’t see what’s right before you, oblivious that your old sinful life has been wiped off the books”





POSITION DESCRIPTION

ROLE DEFINITION AND SCOPE

The Principal will lead the Carnarvon Christian School community in the pursuit of its core mission and aims.

The Principal is responsible to the Board for the operations of the school from Kindergarten to Year 6.

PERSONAL REQUIREMENTS

The Principal is expected to bring a range of personal qualities, skills and experience to the duties associated with the role, such as:

1. A demonstrated commitment to serving Christ in Christian Education.
2. Academic qualifications and experience that are appropriate for a leadership role in a Christian school.
3. A recognized ability to lead in a manner that gains the respect and affection of the school community.
4. Skills in planning, coordinating and managing educational activities.
5. Skills in and a willingness to assist and advise the Board in future planning.
6. Ability to assist staff in reviewing and improving their teaching effectiveness.
7. High level communication and interpersonal skills in dealing with all members of the school community.
8. A demonstrated commitment to professional self-development in the field of Christian Education.
9. Skills in developing close links between the school and the wider community.
10. Personal qualities such as adaptability, initiative, versatility, enthusiasm, optimism and the ability to bring about change.

GENERAL RESPONSIBILITIES

1. Spiritual Leadership:

- Ensure that all aspects of the school, including its culture and atmosphere, direction and programs, are Christ-centred.
- Be a genuine example to the school community of Christ-centred servant leadership.
- Establish and maintain good communication within the school between all stakeholders.
- Provide appropriate pastoral leadership to the school community.
- Further develop the school's educational mission and aims with policies, goals and objectives, in consultation with the Board.

2. Managing and Leading Staff:

- Inspire, direct, guide and support all school staff.
- Allocate staff duties and responsibilities.
- Provide suitable induction processes for new staff members.
- Plan and facilitate staff meetings.
- Oversee staff performance in accordance with policy.
- Recruit and interview staff, with Board approval.
- Discipline staff as appropriate and report to the Board any matters of professional concern.
- Maintain staff records as required by state regulations.
- Ensure that all child safety standards and regulations are observed by all members of the school community.

3. Student Development:

- Inspire, direct, guide and encourage students in their Christian educational development
- Oversee the enrolment process for new students from the initial interview through to induction and 'settling in'.
- Ensure that individual student requirements are balanced and understood within the school's obligation to deliver appropriate educational outcomes for all students.
- Ensure the development, implementation and review of suitable assessment procedures and ensure progress is appropriately communicated to parents.
- Support and guide the School Prefects and Councillors.
- Ensure individual student records are maintained in accordance with state requirements.
- Fairly implement the school's discipline policy.

4. The Leadership Team:

- Develop a leadership support team in line with school growth and effective management requirements.
- Build a warm, trusting and highly effective relationship with the leadership support team.
- Oversee and appraise the performance of the leadership support team.

5. Community Relations:

- Develop a sense of community among staff and parents that encourages them to embrace and own the purpose and mission of the school.
- Promote the school's image in the local churches and the wider community.
- Maintain close association with networks such as Christian Education National (CEN) and the Association of Independent Schools Western Australia (AISWA).
- Act as spokesperson for the school in the public arena, ensuring that no comment is made which could be deemed prejudicial regarding the affairs of the school or the Board.
- Represent the school at official functions at other schools and in the wider community.

6. Curriculum:

- Oversee the development of Christ-centred curriculum, meeting the aims and mission of the school.
- Monitor school curriculum implementation including evaluation and re-development, consistent with state and national guidelines.
- Initiate and maintain contacts with other CEN schools in WA and with Independent Schools Western Australia (ISWA) to assist with curriculum development and innovative directions.

7. Finance:

- Take responsibility for the financial oversight of the school, with the assistance of the Bursar.
- Keep the Board up to date with all relevant financial matters.
- Initiate and contribute to the development of the annual budget and long-range plans with the Bursar and the Board.
- In consultation with the Bursar, advise the Board annually as to appropriate movements in staff salary levels, with reference to CCS budget requirements and 'market rates' for staff.
- Oversee on-going income and expenditure to do with the day to day running of the school in conjunction with the Bursar and the Board.

8. Facilities, Property & Infrastructure:

- With the Bursar, ensure appropriate management and review of the infrastructure and facility requirements needed for the efficient management of the school.

9. Government Reporting & Statutory Compliance:

- Keep abreast of Government regulations, policies and correspondence.
- Be familiar with and be able to enforce the school's conditions of employment.
- Ensure the school meets the requirements of the Western Australian Schools Registration Standards for Non-Government Schools.
- Communicate with law enforcement and other agencies as required.
- Ensure the school is WHS compliant.
- Ensure all teaching staff are registered with the WA Teachers Registration Board.
- Ensure all staff have a current Nationally Coordinated Criminal History Check (WA) and all staff and regular volunteers have a Working with Children Check.

10. Training and Professional Development:

- Maintain and monitor a professional development program for all staff and ensure that the annual budget has an adequate provision for PD.
- Where possible, support the CEN and National Institute of Christian Education (NICE) in-service Professional Development programs.
- Be personally involved in collegial forums and professional development provided for Principals by CEN and AISWA.

11. Relationship with the Board & Association:

- Build a strong relationship of trust, respect and transparency with the Board.
- Implement the policies and plans approved by the Board and carry out any other appropriate instructions of the Board
- Report to and communicate with the Board, by attendance at monthly Board meetings and between Board meetings, where appropriate, to keep the Board informed of significant developments within the school.
- Attend and participate in Association meetings.

12. Personal Growth & Review:

- Continually develop and deepen a personal understanding of the nature and purpose of Christian Education.
- Maintain a personal Professional Development program, particularly in respect of opportunities provided by CEN and AISWA.

SUMMARY OF KEY MEASURABLE OUTCOMES

1. Report to and keep the Board appropriately informed.
2. Regularly monitor and report to the Board on parent satisfaction in respect of the Christian environment and academic achievement.
3. Achieve student enrolment growth that balances individual student requirements with the school's capacity to deliver sound educational outcomes for all students.
4. Fulfill all governmental compliance requirements for a non-government school in WA.
5. Administer a staff performance appraisal process.
6. Successfully administer budgets, as approved by the Board.
7. Achieve academic outcomes that represent educational best practice.
8. Develop a professional development plan for all staff.
9. Work for the continuous improvement of the total school program.

ACCOUNTABILITY

The Principal reports directly to the Board. The Principal is an ex officio member of the Board.

TEACHING RESPONSIBILITIES

While the Principal is not assigned a full-time class, they may be required for some teaching duties.

REPORTING

The Principal will provide written reports for:

- Monthly Board meetings, reporting on the school's performance in respect of the Strategic Plan and other reporting requirements of the Board.
- Carnarvon Christian School Association AGM.
- Carnarvon Christian School Annual Report.

SALARY/CONDITIONS

The salary and conditions for this position will be negotiated by the Board of Carnarvon Christian School with reference to the Independent Schools (Teachers) Award in WA and other relevant CEN comparisons.

EMPLOYMENT CONTRACT

The salary and conditions are identified in the Principal's Contract. The contract period is negotiable, but is normally 3 – 5 years.



APPLICATION INSTRUCTIONS

The applicant should be able to demonstrate in their application that they are:

- A committed follower of Jesus Christ, with an active involvement in a local church.
- A successful teacher with a heart for and an understanding of Christian Education.
- An experienced or aspirational leader, preferably in a Christian environment
- A relational leader with team building and mentoring skills.
- A culture builder within the school and the wider community.
- A competent or potentially competent manager in areas such as finance, staffing, planning and policy.

The application should include:

1. A brief covering letter addressed to the Board Chair, Maureen Cosh.
2. A complete and current CV.
3. A statement detailing your experience and interest with particular reference to the characteristics noted in the dot points above.

To apply

Please email your application to the CEN Consultancies Administrator, consultancy@cen.edu.au. You will receive an email acknowledgement confirming receipt of your application.

Queries may be directed to the CEN Consultancies Administrator, melinda.storm@cen.edu.au

Applications close:

Monday 19 June 2023

