



*"Unity and Maturity in Christ"*



# **PRINCIPAL**

## **Commencing Term 1 2026**

### **Information and Application Details**

## INTRODUCTION

**Lead with Purpose. Shape the Future. Inspire a Christ-Centred Generation.**

**Bayside Christian College** invites visionary and passionate Christian leaders to consider an exciting opportunity to serve as **Principal** of our vibrant learning community.

Located on the stunning **Mornington Peninsula**—a region known for its breathtaking coastal beauty, thriving local communities, and easy access to Melbourne's CBD—Bayside Christian College is a flourishing **ELC–Year 12 College**, home to around 600 students and a dedicated staff team.

At Bayside, we seek to **nurture and empower students** to reach their full potential academically, emotionally and spiritually. With a curriculum that is underpinned by a Christian Worldview which acknowledges the **Lordship of Jesus over all creation**, our College seeks to provide students with a supportive environment, which is focussed on equipping them with the skills, faith and character necessary to fulfil a meaningful Christian role in society.

As the **spiritual and educational leader** of the College, the Principal will work in close conjunction with and under the direction of the **College Board**, to champion the College Vision and Mission and guide strategic growth. This responsibility must be carried out in alignment with the Biblical principles that form the foundation of the College's commitment to Christ-centred education.

This is a pivotal moment in the life of Bayside Christian College. As Principal, you'll lead a highly committed **executive team** to bring the College into our **next chapter** of growth, development, and innovation—including the enhancement of Christian educational practice, exciting facility upgrades, and the strengthening of our educational outcomes —while staying firmly anchored in our core identity and calling.

Bayside Christian College is a member of **Christian Education National (CEN)**, a network of 70 schools united by a shared commitment to authentic, parent-governed Christian education 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. We are also affiliated with **Australian Association of Christian Schools (AACS)** and **Independent Schools Victoria (ISV)**.

**If you are a servant-hearted leader with a deep commitment to Christ and a passion for Christian education, we invite you to explore this unique and rewarding opportunity to make a lasting impact.**

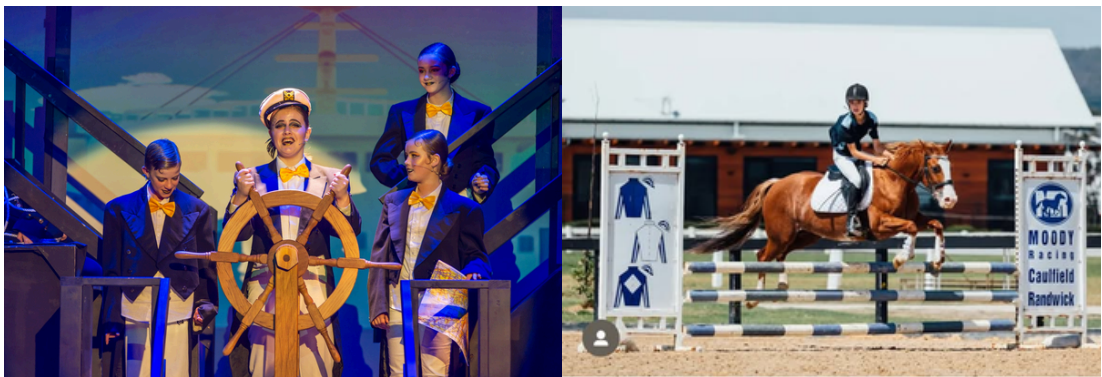
For more information on our Mission, Vision, and Educational Creed, please visit our **website**: [www.baysidecc.vic.edu.au](http://www.baysidecc.vic.edu.au)





## Position Overview

At the heart of our employment arrangements is the desire to establish a Christ-centred and mutually supportive framework between the Principal and the College Board. The relationship between the Principal and the Board shall be characterised by love, humility and service with both parties confident that each will act in the best interests of the other in order that God's kingdom may be advanced. Important to our ethos, also, is our commitment to work in partnership with parents to share the responsibility of educating children.



## Our Mission, Vision & Purpose

The world belongs to God. Parents should raise and train their children to recognise, honour, respect and serve Him. Bayside Christian College exists to support and assist parents in their God-given task of educating their children.

Our vision is to nurture and prepare young people for a life of responsible discipleship in God's Kingdom. Bayside Christian College is an outworking of the Association for Christian Education of Frankston Inc.

The College exists to help parents equip their children for effective, God-glorifying lives as Christians in the world by:

- Leading students into the service of God and of others as a thankful response to the word of God in Christ
- Nurturing in students the development of a Biblical understanding of the world and of life
- Establishing an educational environment that is characterised by faith, hope, love, joy, peace and service
- Helping students to discover and develop their own God given abilities and to recognise and respect those of others
- Showing students that knowing their strengths and limitations, is part of achieving a realistic, positive self-image
- Promoting a striving for excellence in their lives.

## POSITION DESCRIPTION

### A. OVERVIEW OF THE EXECUTIVE PRINCIPAL'S ROLE

The Principal will:

- Have an evident personal commitment to the Lordship of Jesus Christ in all aspects of life.
- Respect, promote and work within the organisational authority structures of a Parent Governed Christian school, as laid down in the constitution of the Association for Christian Education of Frankston Inc. which operates Bayside Christian College
- Be committed to the furthering of the mission of the College as set out in the Constitution and the Vision and Mission.
- Take responsibility for the development and management of teaching and learning from a Christian perspective
- Oversee and take responsibility for the day-to-day operations, the professional performance and appraisal of staff and the academic and personal development of students.
- Oversee and take responsibility for the performance of the educational executive team, in respect of Christian foundations, school culture, day-to-day operations and academic outcomes.
- Oversee and take responsibility for the professional performance of the Business Manager in respect of the College's strategic and financial goals and sustainability.
- Provide wise advice and guidance to the Board in terms of the strategic planning processes of the College.
- Maintain an up-to-date knowledge of Federal and State Government education policies and advise the Board of the implications of these policies for Christian Education.
- Effectively promote the College in public and private forums.
- Be committed to promoting the wider mission of Christian Education National (CEN), the National organisation to which the College belongs.





## **B. 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:

- An actively demonstrated personal Christian faith.
- A demonstrated commitment to serving Christ in Christian Education.
- Academic qualifications and experience that are appropriate for the most senior leadership role in a growing Kindergarten to Year 12 Christian College
- A recognized ability to lead in a manner that gains the respect and affection of the College community.
- The ability to lead and take responsibility for the performance of a capable and collaborative executive team.
- Skills in planning, coordinating and managing educational activities.
- The skills and wisdom to advise and guide the Board in strategic planning.
- The willingness to take responsibility for the improvement of teaching effectiveness and the establishment of a culture of excellence among staff and students.
- High level communication and interpersonal skills in dealing with all members of the College community.
- A commitment to professional self-development in the field of Christian Education.
- Skills in developing close links between the College and the wider community.
- Personal qualities such as adaptability, initiative, sensitivity, enthusiasm, optimism and the ability to bring about change.

## **C. GENERAL RESPONSIBILITIES**

### **1. Spiritual Leadership**

- Lead a Christ-centred, God-honouring educational community that reflects a Biblical worldview in all aspects of its culture, atmosphere, direction and programs.
- Be a genuine example to the College community of Christ-centred, humble and courageous leadership.
- Provide appropriate pastoral oversight to the College community.

### **2. Managing and Leading Staff**

- Inspire, direct, guide and support all staff members, with due regard to the delegated authority and responsibilities accorded to the executive team.
- Set high expectations through careful collaborative planning and formal appraisal processes that regularly review the effectiveness of the learning programs and pastoral care.
- Provide an environment that acknowledges and supports individual staff initiatives and achievements.
- Take responsibility for appointing, directing, managing and dismissing employees, and for all other issues relating to the employment of College employees.
- Report to the Board on any matters of relevant professional or legal concern in respect of staff members.

### **3. Student Development**

- Inspire, direct, guide and encourage students in their Christian educational development, with due regard to the delegated authority and responsibility accorded to the executive team.
- Provide an educational environment for students that nurtures faith, encourages wisdom and discernment and supports and enables their responsible engagement in the world.
- Ensure that individual student requirements are balanced and understood within the College's obligation and ability to deliver appropriate educational outcomes for all students.
- Oversee the development, implementation and review of suitable student assessment procedures and ensure progress is appropriately communicated to parents.
- Ensure individual student records are maintained in accordance with National and State requirements.
- Report to the Board any matters of relevant personal or legal concern in respect of students or College families.

### **4. Child Safety**

- Take responsibility for developing and implementing strategies for:
  - Embedding into the College a culture of 'no tolerance' of child abuse
  - Complying with the Victorian Child Safe Standards for the College environment in accordance with prescribed minimum standards and ensuring compliance with all laws regarding child safety and child abuse
  - Ensuring compliance, awareness and training of all staff in relation to all laws relating to child safety and mandatory reporting
  - Managing risk of child abuse.
- Provide the Board with regular governance oversight training and information in relation to the Victorian Child Safe Standards

### **5. Academic Performance and Curriculum Development**

- Oversee the development of a Christ-centred curriculum which reflects the vision and values of the College.
- Lead pedagogical innovation and a continuous review of the learning environment to ensure that students can achieve their potential for learning, personal development and academic performance.
- Ensure that the academic program delivers strong outcomes in Victorian and National external assessments, such as NAPLAN and VCE.
- Monitor curriculum implementation, including evaluation and re-development, consistent with National guidelines.



## 6. The Executive Leadership Team

- Build a warm, trusting, professional and highly effective relationship with the executive team.
- Oversee and take responsibility for the performance of the executive team.
- Ensure annual appraisal opportunities are provided for all members of the executive team.
- Establish appropriate middle management teams and oversee the delegated responsibility for their effective performance to the executive team.



## 7. Community Relations

- Develop a sense of community among staff and parents that encourages them to embrace and own the vision and values of the College.
- Establish and maintain good communication within the College between all stakeholders.
- Promote the College image in the wider community.
- Maintain close association with National and State networks such as Christian Education National (CEN) and Independent Schools Victoria (ISV)
- Act as spokesperson for the College, ensuring that no comment is made which could be deemed prejudicial regarding the affairs of the College or the Board.
- Represent the College at official functions both within and outside the College.

## 8. Personal Professional Growth

- 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 ISV and ensure that the annual budget has adequate provision for the Principal's Professional Development.

## 9. Relationship with the Board & the Association

- Build a strong relationship of trust, respect and transparency with the Board.
- Recognise that the Principal has the sole responsibility for reporting to the Board and, as such, takes responsibility for all information coming to the Board.
- Understand and respect that the Chair is the recognised channel of communication between the Board and the Principal.
- In consultation with the Board, further develop the College's educational mission and aims with policies, goals and objectives.
- Implement the policies and plans approved by the Board and carry out any other reasonable instructions of the Board.
- Formally report to and communicate with the Board, attend Board meetings and keep the Board informed of significant developments within the College in a timely manner.
- Attend and report to Association meetings, as required by the Board.

## 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 professional development.
- Ensure that staff support CEN and National Institute of Christian Education (NICE) Professional Development programs for teachers and executive staff.
- Be personally involved in collegial forums and professional development provided for Principals by CEN, ISV and other appropriate professional and Christian organisations.

*In close collaboration with the Business Manager*

## 11. Strategic Planning

- Provide advice and guidance to the Board in respect of the development and implementation of visionary, strategic and operational planning processes that address identified opportunities and challenges.
- In collaboration with the Board, ensure the annual review of strategic objectives.
- Develop and implement effective marketing strategies.
- Liaise as appropriate with external local and state government authorities.

## 12. Finance

- Take responsibility for the financial performance of the College.
- Keep the Board up to date with all relevant financial matters.
- Initiate, contribute to and take responsibility for the development of the annual budget and longer-range plans.
- Advise the Board as to appropriate movements in staff salary levels, with reference to budget requirements, current employment agreements and appropriate 'market rates.'
- Attend meetings of the Finance Committee as an ex-officio member.

## 13. Facilities, Property & Infrastructure

- Ensure appropriate management and review of the infrastructure and facility requirements needed for the efficient management of the College.
- Ensure appropriate forward planning for facility and property requirements.
- Ensure the College is compliant with all OHS regulations.





## **14. Government Reporting & Statutory Compliance**

- Maintain staff records as required by National and State regulations.
- Keep abreast of Government regulations, policies and correspondence.
- Be familiar with and be able to enforce the College's conditions of employment.
- Ensure the College meets the registration requirements of Victorian authorities.
- Communicate with law enforcement and other agencies as required by law.
- Ensure the College is compliant with all government regulations and laws.
- Ensure all teaching staff are registered in accordance with Victorian State requirements.
- Provide regular and timely reports to the Board regarding matters related to compliance.
- Ensure all regular volunteers have a Working with Children Check.

## **D. ACCOUNTABILITY**

The Principal is accountable directly to the Board for the performance of the College, as measured by the Strategic Directions set by the Board from time to time and the requirements specifically outlined in this Position Description. The Principal is an ex officio member of the Board.

## **E. SALARY/CONDITIONS**

An attractive package is negotiated by the Board in accordance with the successful candidate's experience. The package is reviewed annually.

## **F. EMPLOYMENT CONTRACT**

The salary and conditions are identified in the Principal's Contract. The contract period is normally five years.



## APPLICATION PROCESS

**In your application, you are invited to respond to each of these prompts**  
(200-word limit per prompt)

- Christian Faith and Church Involvement
- Understanding of Christian Education
- Leadership Style
- Educational leadership and academic outcomes
- Culture Building
- Staff Development and Wellbeing
- Use of data and evidence-informed insights and technology
- Compliance and risk
- Competencies in finance, policy, planning and staffing
- Working with a Board

### To Apply

Please send your application, including a covering letter, your resume, your responses to the above 'prompts' and the names and contact details of three referees (2 professional, 1 pastoral) to the CEN Consultancies Administrator, Melinda Simson via [consultancy@cen.edu.au](mailto:consultancy@cen.edu.au)

Please send relevant registration numbers and copies of academic transcripts.

### Closing Date

The closing date for applications is **COB Friday 13 June 2025**.







## **Bayside Christian College**

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