



BROUGHTON
ANGLICAN COLLEGE



INFORMATION PACK FOR THE POSITION OF HEAD OF COLLEGE FOR BROUGHTON ANGLICAN COLLEGE Commencing 2023

Life Through Christ





Background

Broughton Anglican College was founded in 1986. The College commenced as an additional outreach of St Peter's Anglican Church by the then Rector the Reverend Canon John Darlington, with the aim of providing Secondary education based on sound Christian principles for students progressing from its sister school, then St Peter's Anglican Primary School (now St Peter's Anglican Grammar).

Named after the first Bishop of Australia and of Sydney, the Right Reverend William Grant Broughton, the College commenced with just 60 Year 7 students, on land promised by Lachlan Macquarie to the Taber family in 1835. In 1997, the Broughton Junior School was established, with the Preparatory School (Pre-Kinder) starting in 1998. The College has since grown to become one of the leading independent schools in the Macarthur region.



Our Vision

Be a beacon to South-West Sydney that proclaims the gospel of forgiveness, hope and life through Christ, providing quality, visionary educational opportunities, encouraging a journey of lifelong learning.

Our Mission

Broughton Anglican College aims to provide a disciplined, caring environment in which our students are given the opportunity to develop spiritually, morally, intellectually, physically, emotionally, and socially.

We seek to develop in our students an understanding of the Gospel message of Jesus Christ, together with the importance of serving God.

Our goal is to develop well-rounded young Christian people whose lives have purpose and direction, and who are prepared for the challenges they face in a changing and uncertain world by enabling them to understand and respond to the world from a Christian perspective.



Governance

Campbelltown Anglican Schools Council was incorporated in 1986 and has operated St Peter's Anglican Grammar, St Peter's Heart and Broughton Anglican College (Prep to Year 12) for more than thirty years. The core purpose of Campbelltown Anglican Schools Council is to educate young people in ways consistent with the teaching of the Bible and gospel of Jesus Christ, and to maintain and uphold the Christian faith in teaching and practice.

Objectives of the Council

1. To provide Christian Education in the school which incorporates:

- a. Respect for the individual child;
- b. Respect amongst children regardless of ability, race or socio-economic background;
- c. The highest possible academic standards consistent with God-given ability;
- d. Concern for and involvement in the community outside the school or schools.



POSITION DESCRIPTION

The Head of College is responsible to the Council through the Executive Head and serves in an advisory role via the Executive Head to the Council in College matters. The Head of College will:

1. Character, Faith and Cultural Development

- Lead a Christ-centred, God-honouring educational community that reflects a Biblical worldview in all aspects of its culture, atmosphere, direction and programmes.
- Be a genuine example to the College community of Christ-centered, servant leadership.
- Provide appropriate pastoral oversight to the College community.
- Possess Biblical insight, lead an exemplary Christian life and be actively involved with the Body of Christ outside the College environment.
- Have an intimate knowledge of the basis, practice and goals of the Christian schooling.
- Be passionate in promoting the Christian educational world view.

2. Academic Performance and Curriculum Development

Ensure that the program of education offered by the College:

- Is based on a Biblical understanding of knowledge, learning and education that implements the Mission Statement of the College
- Is implemented through a co-ordinated executive team, equipped with Biblical insight, leadership and management skills and who are key in developing, co-ordinating, implementing and evaluating the teaching and learning programs in the College community.
- Will equip the students with a Biblical worldview, so they can confidently take their place in the world as mature servants of God and followers of Jesus Christ, able to apply the Word of God to every situation.
- 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 high outcomes in external assessments.
- Monitor curriculum implementation, including evaluation and re-development, consistent with national guidelines.





3. Managing, Leading and Developing Staff

- Develop, direct, nurture, support and encourage staff.
- Direct and implement professional and Biblical development of the executive and all staff, their supervision, teamwork, welfare and appraisal.
- Set high expectations through careful collaborative planning and formal appraisal processes that regularly review the effectiveness of learning 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, in consultation with the Executive Head and Council.
- Report to the Executive Head any matters of relevant professional or legal concern in respect of staff members.
- Maintain staff records as required by Federal and State regulations.

4. Student Development

- Inspire, direct, guide and encourage students in their Christian educational development which is Biblically based.
- 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 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 Federal and State requirements.
- Take responsibility for enrolling students and managing student behaviour, including suspension and expulsion, with appropriate reports to the Council via the Executive Head.

5. The Executive Team

- Build a warm, trusting and highly effective relationship with the Executive Team and Corporate Services.
- Develop and/or change the Executive Team structure in line with College growth and effective management requirements.
- Oversee and regularly appraise the performance of the Executive Team.

6. Relationship with the Council

- Build a strong relationship of trust, respect and transparency with the Executive Head, Council and leaders in other CASC divisions.
- In consultation with the Council and Executive Head, implement the College's Mission Statement with policies, goals and objectives.

7. Strategic Planning

- Assist the Council in developing, implementing, reviewing and revising strategic and operational plans and goals to achieve the vision and mission of the College and address identified opportunities and challenges.
- Assist the Council in considering growth options and facilities development.
- Actively promote the Strategic Plan and Vision and Mission to staff, students and parents.
- Implement the Strategic Plan and ensure that suitable performance measurements are regularly developed and implemented.



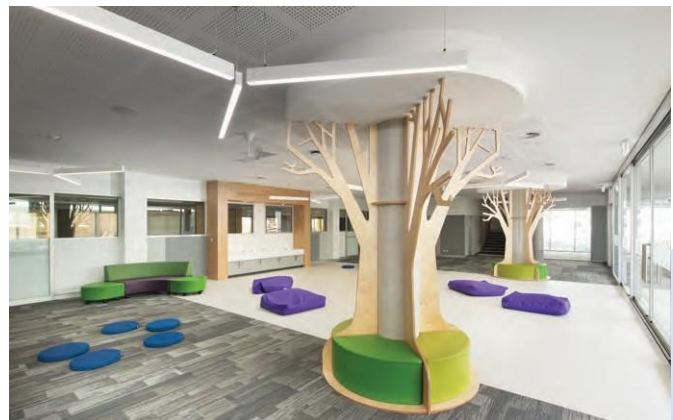
8. Communication and Community Leadership

- Develop a sense of community and shared culture among staff and parents that encourages them to embrace and own the Mission of the College.
- Establish clear communication policies and reporting lines throughout the College community.
- Create, revise and review policies and procedures with the Council via the Executive Head and ensure they are communicated and implemented throughout the College community. This includes assessing their currency and effectiveness with the aim of providing suggested improvements to the Executive Head.



9. Administration, Government Reporting & Statutory Compliance

- Establish and maintain effective procedures for the daily operation of the College.
- Review and provide recommendations in relation to the College's organisational structure.
- Be familiar with, and be able to enforce the College's conditions of employment.
- Ensure all relevant State and Federal governmental reporting requirements, laws and regulations are addressed and complied with. This includes ensuring we maintain our NESA registration and accreditation.
- Communicate with law enforcement and other agencies as required by law.
- Ensure all teaching staff are registered appropriately with NESA.
- Provide regular and timely reports to the Council via the Executive Head regarding matters related to compliance.





10. Finances

- Take responsibility for and ensure wise and appropriate financial management of the College by meeting budgeted surplus and managing cash flow to ensure the College can pay its debts as and when they become due and payable.
- Ensure staff are appropriately qualified to accurately monitor assess and manage the financial health of the College.
- Initiate, contribute to and take responsibility for the development of the annual budget and long-range plans, in collaboration with the Head of Corporate Services and the Council via the Executive Head.
- Improve the capital resources of the College by developing an up-to-date Masterplan ie a staged approach to improving the buildings, grounds and technology. This will include developing a draft Capital Expenditure plan (with priorities and looking forward several years) for submission to the Council as part of the annual Budget Process.
- Keep the Council, via the Executive Head up to date with all relevant financial matters.
- Advise the Council, in consultation with the Corporate Service's Office as to appropriate movements in staff salary levels, with reference to Broughton's budget requirements, current employment agreements and appropriate 'market rates.'

11. Marketing

- Attract enrolments consistent with our target community by improving both the intake and retention of existing students.
- Attract Christian families to Broughton as a high priority.
- Encourage the College community to be passionate and to share with others the ways in which God is working at Broughton.



12. Property, Infrastructure and Risk Management

- 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.
- Seek to minimise the risks facing the College from internal and external sources. This includes:
 - Compliance with legislative requirements (including WHS and fire safety)
 - Keeping the Chair and Executive Head informed of any potential matters affecting the reputation, enrolments or liability of the College or Council
 - Building relationships with staff and College community; and
 - Building relationships with NESA and various school associations.

13. 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, especially in Christian Education.
- Be personally involved in collegial forums and professional development provided for Principals by AIS and other appropriate professional and Christian organisations.

14. Personal Professional Growth

- Continually develop and deepen a personal understanding of the nature and purpose of Christian Education.
- Maintain a personal Professional Development programme and ensure that the annual budget has adequate provision for the Head's Professional Development.



POSITION REQUIREMENTS

ESSENTIAL CRITERIA

1. The successful applicant must subscribe to the College's Mission Statement.
2. The successful applicant will be:

Christian commitment and character

A godly Christian with a mature and growing faith in Jesus Christ who actively serves in a Bible believing Protestant church, gives priority to regularly gathering with God's people around His Word, is committed to Bible study.

Christian education

A passionate advocate and supporter of the philosophy and distinctives of Christian education in a school governed by Campbelltown Anglican Schools Council. The successful applicant will display a wholehearted commitment to ensuring staff alignment to the mission of the College.

Leadership skills and experience

A humble leader with demonstrated skills and experience in an educational setting in:

- A senior leadership role, preferably as a Head or acting Head in a Christian school.
- Administration, compliance, financial oversight and management including oversight of teams.
- The development and implementation of strategic planning, a shared school culture and curriculum design.
- Biblically grounded pastoral care and conflict resolution, effective communication and strong interpersonal skills and the ability to work in a collaborative team environment.
- Wholistic staff development including growth through performance appraisals, developing maturity in faith and theology.
- Experience of working with and understanding of key principles of working with a governance Council.
- Highly developed organisational skills including the ability to work to deadlines and an ability to plan for short-term and longer-term strategic outcomes.

HIGHLY DESIRABLE CRITERIA

It is highly desirable for the successful applicant to have qualifications in leadership, management or theology.

INFORMATION YOU SHOULD HAVE RECEIVED

As part of the application process you should have received and read the following documents:

- Head of College Information document (this document)

If you are missing any of the above information, please contact consultancy@cen.edu.au

SALARY AND CONTRACT

The salary and conditions are identified in the Head's Contract and will be negotiated by the Council in accordance with the successful candidate's experience. The contract period is negotiable, but is normally 5 years.



Broughton Anglican College's distinctives

Committed to the school's vision and mission and subscribes to the theological position of St Peters Anglican Church. In partnership with the Council and Executive Head, the College Head will strategically pursue and strengthen all five elements of the College's mission without compromise to avoid mission drift.

Educational excellence

An industry respected practitioner with excellent educational qualifications, teaching skills, knowledge of curriculum and pedagogy, and ongoing professional development. The ideal candidate will have a least a Master's degree qualification.



APPLICATION DETAILS

Applications for the position of Head of Broughton Anglican College should include the following:

- Full CV including qualifications and employment history
- Details of Protestant church involvement covering at least the last ten years
- Details of Christian conversion
- Explanations of the:
 - Gospel
 - Scriptures and their place in the Christian life and Christian education
- Statements of:
 - Christian educational philosophy
 - Christian ministry philosophy
 - Approach to leadership and
 - Approach to current trends and issues in education
 - Membership and involvement with community and professional organisations
 - Names, addresses and contact details for at least four confidential referees including:
 - Current minister/pastor
 - Previous minister/pastor
 - Recent and/or current employer
 - Someone (not a relative) who can attest to the applicant's leadership skills, professional or academic background



At the applicant's discretion; date of birth, nationality, marital status, family details and recent photograph could be provided.

THE SELECTION PROCESS

Following the close of applications, a short list of candidates for interview will be prepared. Interviews will take place in June 2022 with commencement of the position in January 2023.

APPLICANT PRESENTATION

Should an applicant be invited to a first interview, the Council would appreciate a 5-10min (max) presentation by way of 4 power point slides that, considering the Mission of the school, briefly explain what you, as Head, would focus on in:

1. The 1st year at Broughton
2. During your 2nd – 3rd years
3. During your 4th – 5th years
4. Beyond 5 years

FURTHER INFORMATION

If you have any questions about this position please do not hesitate to contact consultancy@cen.edu.au

CLOSING DATE

COB Friday 24 June 2022.

APPLICATIONS

Please send applications to the CEN Consultancies Administrator at consultancy@cen.edu.au



Broughton Anglican College

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