



Covenant College

CHRISTIAN LEARNING FOR LIFE



Principal: Commencing January 2023

Information & Application Details

General Information to Applicants

With the retirement of our long-serving and highly regarded Principal, Susan Cox, at the end of 2022, the Board of Covenant College in Geelong is calling for applications from experienced and talented Christian educators for the position of Principal, commencing in January 2023.

Covenant College is a strong, well-resourced, co-educational, Three-Year-Old Kindergarten to Year 12 school of around 800 students. It includes a Trade Skills Centre. The school is located in Bell Post Hill, Geelong, a large waterfront regional city located 75km southwest of Melbourne. Geelong is also the gateway to the world-renowned coastline of south-west Victoria via the Great Ocean Road.

This is an exciting opportunity to lead a very well-established Christian educational community (43 years old) into its next phase of development. The new Principal will lead a strong, professional leadership team and the school is anticipating steady growth over the next decade. The Principal will be a committed Christian with a very clear understanding of Christian Education. Strong communication skills, the ability to wisely lead and guide a competent management team, and a warm, relational, community-focused leadership style are all essential to the role.

Covenant College is a member of Christian Education National (CEN), an Australia-wide group of 55 associations that together govern more than 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.



Position Description

PRINCIPAL

VISION

Covenant College strives to be a vibrant Christ-Centred community where parents and teachers serve in partnership to nurture in each child a passion for learning and an uncompromising desire to live according to God's word.

Covenant College seeks to be a leading provider in Christian Education and aims to see the following achieved:

- An integration of Christian faith and character in all student learning;
- Excellence in Christian education from a Christian Biblical worldview;
- A Christian education community where every person is valued and nurtured in their faith and healthy relationships are promoted;
- A Christian education community where various theological and doctrinal understandings and practices are recognised, but the focus is on promoting a harmonious and united learning and teaching environment.
- A culture where the protection of children is embedded and fostered by the whole school community;
- Enhanced partnerships between parents, students and staff, strengthening the teaching and learning process;
- The provision of high quality facilities and resources;
- The effective stewardship of assets, both human and physical;
- Students equipped for service and citizenship as an expression of their Christian faith;
- Students achieving personal excellence in academic, social, physical, cultural and spiritual outcomes;
- A culture of continued improvement, professional development and pastoral support among staff and the school community;
- Effective communication with parents and the wider community.

APPOINTED BY & ACCOUNTABLE TO: The Board



POSITION CONTEXT

The Principal will seek to lead the learning community as a Kingdom-hearted, visionary, servant leader. The Principal will have a primary responsibility of working with staff and parents in the school. The Principal will have a major focus on developing, maintaining and ensuring the outworking of the school's vision. The central role of the Principal is to inspire and empower those within the organisation and school community.

The appointment should be based on a strong calling from the Lord, as agreed by both the school and the individual. The Principal will do all this as a ministry to the Lord's people under the leadership of the Lord Jesus Christ and be guided by the Holy Spirit

The Principal's role, in those aspects that impact staff and students and the community, will have a developmental biblical focus.

KEY RESPONSIBILITIES

Leadership and Development

- To be a cultural architect, establishing God's heart in all of the College's priorities programs and practices.
- To be a leader who is aware of, and sensitive to the history and culture of the Association and College and the various theological, doctrinal and worship understandings and practices within the college community.
- To be an agent of change and innovation, challenging and facilitating the College's dynamic commitment to be led by the Holy Spirit in the faithful provision of quality Christ-centred education.
- To work closely with College staff and the Association board to ensure that the College effectively fulfils its objects as outlined in the Constitution of the Association.
- To inspire and empower Executive and staff as they fulfil their responsibilities.
- To attend professional conferences and in-services regularly.
- To provide spiritual leadership for the staff, inspiring and equipping them for Kingdom mission.
- To inspire and equip a learning community, enabling teachers to teach with passion and excellence
- To develop and implement, in conjunction with the Board and Executive, the College's strategic plan.
- To ensure the efficient use and provision of facilities - design, oversight of building projects in conjunction with the board and Executive.
- To promote strong links between staff, students and parents
- To be a voice for Christian Education in the wider educational community
- To foster good relationships in the school community, church community and wider community - promoting the school and its mission
- To be committed to ongoing personal, spiritual and professional growth through the implementation of a Personal Development Plan, and annual review process.
- To develop a lifestyle of sustainable leadership.

Spiritual Development

- Staff devotions and pastoral care of staff
- Overall oversight of student spiritual activities even though they may be delegated to teachers (e.g. devotion groups, Church services, Assemblies, Ministry teams, Girls/Boys groups, etc.)

Staff development

- Supervision of staff
- Deploy staff to adequately meet teaching administration and maintenance needs within the resource constraints of the school
- Employment of Staff (senior positions in conjunction with the Board)
- Staff employment issues
- Oversee the work of the staff
- Supervision of whole school professional development program
- Be responsible and coordinate the staff appraisal process culminating in a report to the Board.

Board Responsibilities

- Attend all Board meetings as an ex-officio member
- Prepare Board Agenda in conjunction with the Board Chair
- Prepare Board papers for discussion and action
- Provide the Board with a written "Principal's Report" prior to each Board meeting highlighting current priorities, major issues and how the strategic plan is being implemented
- Assist the Board in its development and review of governance policies
- Advise the Board as to what is necessary for the school to be adequately equipped and well supplied to provide authentic and quality Christian education.
- Assisted by the Business / Finance Manager and Risk and Operations Manager, provide the Board with information that will assist in realistic budget setting and effective monitoring of income and expenditure and meeting agreed target outcomes.

Curriculum Development (in conjunction with Executive staff)

- Management & development of curriculum; confer with Executive concerning the official adoption of curriculum within the school
- Oversee the quality and biblical direction of curriculum and its implementation
- Lead the staff in regular professional development

Compliance Issues (in conjunction with Executive or Board)

- Overseeing school's compliance with registration and accreditation requirements
- Ensure school's compliance with all statutory bodies, legislation & regulations
- To ensure that government requirements are acknowledged and adhered to in the school keeping abreast of the changes in educational policy
- Complete the Annual Educational & Financial Report and all other relevant compliance documents
- Ensure that the school provides a safe and secure environment for staff and students
- Oversee OH&S policy and procedures
- Oversee Child Protection policy and procedures
- Oversee College policy and procedures

Policy Development (in conjunction with Executive or Board)

- To ensure the implementation of policies and procedures of the school
- To formulate, monitor, review and report on school based policy

School Finances

- Oversight of operation of whole school finances
- Oversight of Faculty Budgets and operational costs - generally delegated to Business Manager

Marketing

- Ensure there is an Annual Marketing and Promotions plan prepared and implemented.
- Oversee media advertising and promotional materials including the school prospectus
- Attend fundraising activities
- Attend community and school promotional events and give appropriate input e.g. speeches

Liaison with External Bodies

- Being familiar with Commonwealth and State Recurrent funding system including being up to date with any proposed changes in funding arrangements and plan accordingly in relation to the status of the school.
- Being familiar with Commonwealth Government Capital Grant schemes and other relevant schemes available to assist schools from time to time.
- Providing information to assist in the completion of statistical and financial returns for regulatory bodies, such as Commonwealth/State Departments of Education, Block Grant Authority, ISV and Christian Education National.
- Liaison with banks, insurers and other key external suppliers of the school

Administration & Student Welfare

- Student Welfare meetings
- Student Placements
- Provide regular input to the College newsletter
- Ensure the maintenance of high quality cohesive, Christ focused educational programs across the various sections of the school
- Deal with very serious student discipline matters as referred by the staff, communicating with parents and staff, suspending students as appropriate and referring to the Board matters which may warrant expulsion of students
- Assume the responsibility as "Head of Agency" for mandatory reporting issues
- Work in conjunction with the Risk and Operations Manager and the Board in preparing and submitting funding applications to the BGA
- Refer students and liaise with the Chaplain and staff about student welfare issues
- Ensure the efficient use of staff and facilities
- Attend regular school meetings and events
- Liaise with external bodies e.g. ISV, CEN, Media, DEEWR, Local Council
- Organise, chair and facilitate the regular Executive Meetings
- Determine the suitability of a practice teacher being placed in the school

In Christian Community Life - students, staff, parents and the community

- Foster the concepts of a K-12 school with specific responsibility for determining the structure of the school and whole school procedural matters
- Offer appropriate assistance to families in the school at times of duress - refer them to appropriate agencies as either within the school, church or community as required
- Ensure transparency and clarity in the flow of information both up and down within the school whether administrative or of a pastoral nature
- Communicate with staff, students and parents in ways that promote openness and harmony
- Oversee the activities of the Chaplain
- Oversee the Pastoral care of students and staff, with particular responsibility for Executive

Staff member of the School

- Develop, nurture and support the Executive team
- Attend significant church and community functions
- Promote parent involvement in the College by creating a welcoming environment

In striving for Excellence - teaching and learning excellence

- Conduct appraisals and coordinate the personal and professional development of staff
- Organise biannual professional development conferences for staff
- Keep abreast of educational developments, current research and change
- Oversee the enhancement of the College co-curricular program
- Enhancing teaching, classroom management and curriculum
- Prepare management reports to the Board as required, to indicate the progress of the school towards effectively achieving its mission.
- Long term educational planning for the College, including development of strategies and goals that reflect the vision of the College.
- Maintain regular involvement with students e.g. teaching/camps /excursions etc.
- Initiate and implement programs and structural developments for the enhancement of learning and the development of learning skills
- To regularly take time to reflect on the vision, policies and practices of the school in the light of scripture, educational trends and demands and our societal context

DISCLAIMER

It should be noted that, while detailed, this position description is not exhaustive and the Board may at their discretion vary the responsibilities of the Principal as required.

"And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him " COL 3:17

Strategic Plan 2018-2028

This Strategic plan covers a 10-year time frame, it is an important document for Covenant College as it embodies the vision of the school, the goals and the dreams for achieving this vision. It is intended to be broad in its perspective, for it is an opportunity to stand back and look at the bigger picture.

Covenant College is committed to Bible Based/Christian Education. It is committed to a way of education that is truly Christ centred and filtered through a Biblical worldview according to our Biblical Basis Statement and Education mandate. Our vision, motto and mission encompass all that we desire to achieve.

Our Vision:

“Covenant College strives to be a vibrant Christ-Centred community where parents and teachers serve in partnership to nurture in each child a passion for learning and an uncompromising desire to live according to God’s Word.”

Our Motto

Christian Learning for Life

Our Mission

Covenant College seeks to be a leading provider in Christian Education and Covenant College aims to see the following achieved:

- An integration of Christian faith and character in all student learning;
- Excellence in Christian education from a Christian Biblical worldview;
- A Christian education community where every person is valued and nurtured in their faith and healthy relationships are promoted;
- Enhanced partnerships between parents, students and staff, strengthening the teaching and learning process;
- The provision of high quality facilities and resources; both human and physical;
- Students equipped for service and citizenship as an expression of their Christian faith;
- Students achieving personal excellence in academic, social, physical, cultural and spiritual outcomes;
- A culture of continued improvement, professional development and pastoral support among staff and the School community;
- Effective communication with parents and the wider community.
- Effective navigating of our changing culture



Our TEN-YEAR GOAL

'In 10 years we want to be the pre-eminent provider of broad, academically faithful Christian Education for Christian families in the Geelong region and beyond'

Key Pillars/Areas of our 10 Year Strategy

- Community and Culture
- Teaching and Learning
- Leadership and Governance
- Resource Capacity

A Celebration of our past successes and a forward planning look into our future success

Pillar/Area 1- Community and Culture

Objectives Statement- Community and Culture

We want a culture that drives enthusiasm, passion, excellence and collaboration whilst continuing to nurture the Biblical Foundation and Christian heart of the school.

We want:

1. To present Covenant College community members with opportunities to know and experience the Gospel through word, sign and deed.
2. A community actively committed to Christian Education that includes: Alumni, Association members, parents, students and extended families.
3. The school community to have a high level of commitment to the unique partnership between parents and the school in the Christian education of children.

Measures of Success- Community and Culture could include:

Enrolment Inquiries:

- Active engagement in prayer and devotions, voluntary participation in extra-curricular activities
- Association Membership- (willing to assist under the Board direction)
- Parent attendance at school events
- Annual school report surveys, newsletters, LEAD report

Pillar/Area 2- Teaching and Learning

Objectives Statement- Teaching and Learning

We want Christian teachers who inspire, motivate and assist students to reach their God given potential and graduate with a well-developed Christian worldview ready to go into life outside of school well prepared.

We want:

1. To sustain and further develop quality Christian education through curriculum delivery and staff development.
2. Strategic staffing (recruiting, training, allocation of responsibility) in line with our goals e.g. Christian staff who are committed to Christian Education

3. Teaching to take place from a Biblical worldview, using 'Transformation By Design' as the model for all curriculum development
4. Being able to present students with opportunities to experience real life situations and manage the complexities of the world in which they live
5. Critical and creative thinking threaded through all teaching and learning

Measures of Success- Teaching and Learning include:

- More staff accessing NICE courses
- Data used and increases in practical use ACER Results
 - 85% of students to show overall improvement with ACER results
- Growth of our online learning offerings
- Student Feedback
- Parent Feedback
- Curriculum documents
- Staff Appraisals
- Enrolment Inquiries
- Professional Development Program
- Student Attendance Reports



Pillar/Area 3- Leadership and Governance

Objectives Statement- Leadership and Governance

We want the school to have a professional leadership capability to lead a quality and growing educational community, whilst enhancing the Christ-centred heart of the College.

We want:

1. A strong leadership team (diverse in skills and experience, yet unified in commitment to Christ-Centred education at Covenant), which holds each other accountable and continues to train in Christian Education Leadership and current education thinking.
2. Leadership development within the College. Deliberate identification of and training of leaders within the school community.
3. Leadership and Board that are trained to act and respond with wisdom and courage through Biblical truth in a context where Christianity and Christian education is increasingly opposed in society and culture.
4. A strong well-equipped Board, from various denominations, who understand and are committed to a Biblical worldview, Christian Education and Governance requirements.
5. Board are trained in Governance through regular and systematic Board training through CEN and Board members portfolios that match the Board members skills and training.
6. Increased Association and Board membership.

Measures of Success- Leadership and Governance could include:

- Training of Leadership
- Succession planning report (Board and Leadership)
- Induction Handbook produced and utilized
- Board/ Parent/ Staff Survey – LEAD report due 2021
- Board and Association growth – Association growth

Pillar/Area 4- Resource Capacity

Objectives Statement- Resource Capacity

We want to ensure that Christian families who genuinely desire a Christ-centred education for their children can be accommodated according to their gifts and needs, through the responsible management of finances, physical and staffing resources.

We want:

1. Diverse and robust learning options, resources and pathways for all students
2. Adequate specialist staff and specialised buildings and resources for curriculum outcomes
3. Increased space and resources for specialist subject areas e.g. State-of-the-art IT capabilities throughout the school, Studio 10, Special School. Adequate areas that are set aside for physical and outdoor education activities e.g. new undercover area for JS, soccer oval.
Appropriate spaces for a variety of community and play areas.
Continued deliberate expansion of the College campus e.g. land and buildings
Specialist school/program that appropriately caters for 'neurodiverse' students
4. Continued development of robust and effective resource management

5. Effective asset management – policy, documentation, audit and accountability
6. Maintain Financial viability each year on the Financial Health Assessment Report
7. Increase income streams other than Government funding, to 3% per annum
8. To obtain Government grants to help fund capital growth
9. Upgrade Masterplan as needed
10. Research and utilise environmentally sustainable energy sources

Measures of Success- Resource Capacity could include:

- Parent/staff/student Feedback, ICT resources audit, Partnerships established,
- Asset management system operating
- In Ten Years, Covenant College will be the pre-eminent provider of broad, academically faithful Christian Education for Christian families in the Geelong region and beyond'.



“In Ten Years Covenant College will be the pre-eminent provider of broad, academically faithful Christian Education for Christian families in the Geelong region and beyond”

Application Instructions

Interested applicants should familiarise themselves with the following, available on the College website:

- Biblical Basis Statement and Educational Mandate
- Vision Statement
- History & Philosophy
- Other documents and policies on the employment page of the website

Your application should include:

1. A brief covering letter
2. A complete and current CV
3. An overview of your faith journey and experience in respect of the leadership qualities and responsibilities referred to in the position description
4. Names of three referees (two professional and one pastoral)

Please send applications to the CEN Consultancies Administrator, Melinda Storm, consultancy@cen.edu.au

Applications will be received until COB Friday 8 July 2022.

