



Mount Evelyn Christian School

PRINCIPAL CANDIDATE INFORMATION PACK



AT MOUNT EVELYN CHRISTIAN SCHOOL

We Value

Direction –

A transforming biblical perspective

Partnership –

Genuine connection between home and school

Discipleship –

Life equipped to make a difference

Distinctive –

Creative all-of-life curriculum

Community –

Vibrant learning environment

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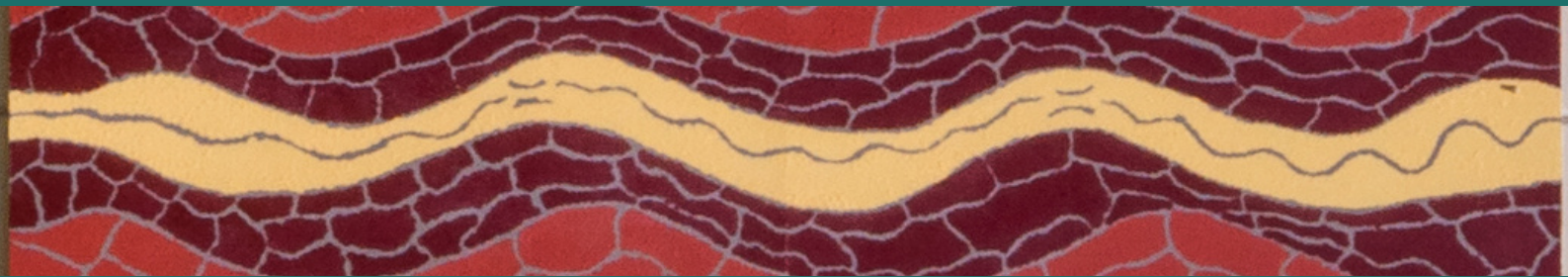
MOUNT EVELYN CHRISTIAN SCHOOL

Situated in the eastern suburbs of Melbourne, MECS is one of over seventy Christian Education National (CEN) schools throughout Australia. Celebrating its 50th Anniversary in 2023, MECS has over seven hundred and twenty students from Kindergarten to Year 12, and a second campus nearby, Ranges TEC, offering vocational training to over eighty Year 10-12 students. This is our highest enrolment ever.

The school is governed by a Board of Directors whose members are elected by parents who are members of the School Association. Six executive leaders have been appointed to care for the daily running of the campuses, and report directly to the Principal. The school community seeks to have all areas of life within the school actively respond to the revelation of God in the Bible. In doing so, the school helps young people develop their gifts and find their purpose in life, as well as to prepare them for service in whatever pathway God is calling them to.

The school seeks not to be exclusive but to provide places for the children of every family, particularly Christian families, who seek a Christian education for their children. MECS has a vision to 'Seek the Kingdom of God in Education' and over the years MECS has developed its own educational approach to this ongoing task. The school has a heavy emphasis on learning beyond the classroom, which includes excursions, camps and the work place. The staff seeks to exercise discipline that is formative and restorative, rather than merely conforming to a set of rules. The school has a dress code rather than a uniform. The school is structured so that teachers work in teams. MECS seeks in its curriculum and teaching practice, to take seriously what is revealed in the Bible about God, his creation, the nature and purpose of mankind, community, the effects of the fall, and the life, death, resurrection and Kingdom of Jesus Christ.

As a Christian teaching community we seek to critique the prevailing narratives of the time, seeking to evaluate them in the light of the Biblical story. This means that members of our staff need to be committed Christians and active in their respective churches. They need to share the same basic evangelical Christian beliefs as the school, as stated in the school's Educational Creed. It also means that the teaching team needs to possess skills and insights to equip it for this work. To this end, all members of our MECS teaching staff agree on appointment to undertake specialist studies through the National Institute for Christian Education. However, all staff new to Mount Evelyn Christian School and Ranges TEC are involved in an induction process, to make clear the vision of Christian education.



Seeking the Kingdom of God in Education

We provide Parent-governed, Christ-centred schooling with learning experiences that challenge each student to actively live for God in His world, while partnering with Christian parents in the nurture of their children at a price affordable to those who are committed.



To equip and train people for service, stewardship, and work in God's world.

Ranges TEC provides quality vocational education and training within a learning community characterised by faith, hope, love, joy, peace and service.

We aim for students to discover and develop their God-given gifts, grow their biblical understanding of the world and to strive for authentic character in their lives.

PRINCIPAL SUMMARY

The Principal is appointed by the Mount Evelyn Christian School Board and is responsible to the Board for the ongoing management of the school in accordance with the strategic direction, policies and programs determined by the Board. The successful candidate will have a passion for learning and the wellbeing of students and staff and have an excellent understanding of, and commitment to Christian education principles. The Principal will be responsible for the leadership of people, programs and facilities of a multi-campus school to ensure the sustainable future of a Christ-Centered learning community.

Principal appointments are negotiated on a contract basis and are normally from three to five years. These contracts are renewable. The salary will be negotiated with the successful applicant, in accordance with their experience and Victorian state education salary levels.



KEY RESPONSIBILITIES

SPIRITUAL LEADERSHIP

- Ensure the Biblical direction and Christ-centredness of the school.
- Maintain the distinctive character and good standing of the school by: (a) setting priorities for the staff; (b) addressing those issues which represent a challenge to the objectives of the school; (c) actively engage in reading and discussions that may assist in the development of new ideas and in the enrichment of existing practices.
- Set a Christian tone that reflects a loving and caring environment.

BROADER LEADERSHIP

- Function as the chief educational and administrative executive of the school.
- In conjunction with the Board, define and refine the goals, purpose and mission of the school.
- Establish and ensure the maintenance of appropriate lines of communication throughout the school community.
- Facilitate the resolution of conflicts and problems requiring educational judgements
- Ensure that the ethos of parent partnership is supported, actively encouraged and facilitated
- Oversee the appointment, supervision and support of all leaders within the school (except Executive positions which is a Board responsibility).

RANGES TEC

- Maintain a close and productive working relationship with the Director of Ranges TEC.
- Conduct an annual review of the Director of Ranges TEC's performance and roles.
- Conduct regular meetings with the Director of Ranges TEC.
- Liaise with the Director of Ranges TEC in regard to all significant staff and student issues.
- Replicate, as required and appropriate, other tasks specified in this Job Description for staff, students and parents of Ranges TEC.
- In conjunction with the Director of Ranges TEC, oversee all operations of the Ranges TEC Campus.



RELATIONSHIP WITH THE BOARD & ASSOCIATION

- Work within the model of school governance as directed by the Board
- Implement the policies as directed and approved by the Board.
- Report to, and communicate with the Board
- Attend all Board meetings
- Prepare written reports for the Board
- Refer to the Board any serious problem with staff which cannot be satisfactorily resolved.
- Take an active role in Association Meetings as directed by the Board.

PARENTS & COMMUNITY DEVELOPMENT

- Facilitate and encourage productive parent involvement in as many school activities as possible.
- Promote the vision and work of the school in the community.
- Participate in Community Relations activities
- Write a range of articles for the school newsletter, magazine, etc.
- Together with the Administration Manager, oversee the work of the Community Relations and Marketing team.

CURRICULUM

- Oversee the curriculum development and documentation program.
- In association with the Assistant Principal, Teaching & Learning, establish the priorities, goals and guidelines for the writing, implementation, evaluation, audit and revision of curriculum.



EXECUTIVE TEAM & LEADERSHIP TEAM

- Maintain a close and productive working relationship with the members of the Executive and Leadership Team.
- Conduct annual reviews of Executive staff as requested by the Board.
- Conduct regular meetings with individual members of the Executive team and the team as a whole.
- Conduct regular meetings with other key leaders in the school, for example, the Director of the Kindergarten.
- Lead regular leadership team meetings for the broader leadership team.

TRAINING & PROFESSIONAL DEVELOPMENT OF STAFF

- Oversee the development and implementation of the school's professional development policies.
- Sustain and promote the NICE PD program.

PLANNING & REVIEW

- Oversee the school's educational macro planning tools,
- Oversee the annual revision of the School Operational Plan.
- Plan leadership retreat times/ days.
- Plan workbreak weeks.
- Plan and lead the annual staff review processes.



FINANCE & BUDGET

- Oversee the preparation of the annual budget in conjunction with the Administration Manager and the Finance Committee.
- Oversee on-going income and expenditure to do with the day to day running of the School.
- Participate as a member of the Finance Committee for the purpose of broader financial oversight.
- Research and investigate funding/ grant applications from Government, ISV and other relevant bodies.

GOVERNMENT REPORTING & STATUTORY COMPLIANCE

- Keep informed of Government regulations, policies and correspondence.
- Ensure that the requirements of relevant authorities are complied with as required.
- Establish and maintain sound public relations and communications with - Christian Education National (CEN), Independent Schools Victoria (ISV) and similar organisations; and Government, community and education organisations/ institutions.
- Liaise with appropriate government authorities and other educational groups, and provide input as appropriate.
- Represent the school at official functions at other schools and in the wider community.
- Attend CEN, AACS and ISV meetings and conferences as appropriate.

POLICY DEVELOPMENT

- Oversee policy development.
- In conjunction with the Executive team, regularly monitor and evaluate school policies, and the structures and procedures for the implementation of those policies.
- Ensure School Management Policies and the Staff Handbook are up to date and user friendly.





STAFF OVERSIGHT & STAFF SUPPORT

- Lead the staff by directing and guiding, stimulating and inspiring, assisting and supporting, encouraging and listening.
- Oversee the process of selecting and recruiting new staff.
- In liaison with the Executive team, allocate staff duties and responsibilities.
- Review the Job Descriptions of all staff from time to time. This is a matter undertaken in conjunction with the Executive Team.
- Oversee the initial orientation and induction of new staff members, primarily in the January orientation period.
- Guide the Executive team in leading the Induction Course for new staff and the mentoring program.
- Organise regular teacher (occasionally all staff) meetings.
- Oversee the school Staff Appraisal policy.

STAFF ADMINISTRATION

- Ensure effective administration systems and processes are used to support the smooth running of the school
- Ensure that all teachers are registered with the VIT.
- Ensure that the school is OHS and Work Cover compliant.

STUDENT ENROLMENT

- Oversee the development and implementation of procedures for new enrolments.
- Oversee the enrolment process from initial interview through to induction and 'settling in'.
- Conduct enrolment interviews.
- Ensure teaching staff are kept informed about new enrolments.



STUDENT REPORTING

- Ensure the evaluation of student performance and progress is appropriately communicated to parents.
- Oversee the development, implementation and review of suitable assessment procedures.
- Oversee the student reporting system.

STUDENT MATTERS & WELFARE

- Keep informed of student needs and progress .
- Be available to assist and support the management of some aspects of student welfare when requested by other leaders and staff. This may involve: providing discipline and support when required; assisting in developing programs for children with particular problems; liaising with parents concerning their child's welfare.
- Manage student behaviour matters as agreed with Assistant Principals and Coordinators.
- Ensure that parents are involved wherever possible in matters of student discipline and welfare.
- Follow the discipline policy when it comes to suspension and expulsion matters.



FACILITIES, PROPERTY & INFRASTRUCTURE

- Oversee continual development and implementation of the Infrastructure Master Plan, and the utilisation of the Infrastructure Planning Tool.
- Participate in the work of the Infrastructure Planning Committee.
- Be involved in grant submissions for the Block Grant Authority.

PERSONAL GROWTH & REVIEW

- Continually develop, clarify and articulate understanding of the nature, purpose and practice of Christian Education.
- Develop a personal PD plan.
- Attend professional conferences, meetings, seminars and courses on a regular basis.
- Read professional literature.
- Visit other schools and educational institutions as appropriate.
- Nurture all aspects of personal well-being.



KNOWLEDGE & EXPERIENCE

The successful applicant will be able to articulate:

- their Christian faith and commitment
- their vision for Christian education of young people
- their values
- their educational philosophy
- how they create a welcoming and inspiring learning environment
- their understanding of how learning takes place
- how they develop collaborative leadership teams

The successful candidate is able to describe:

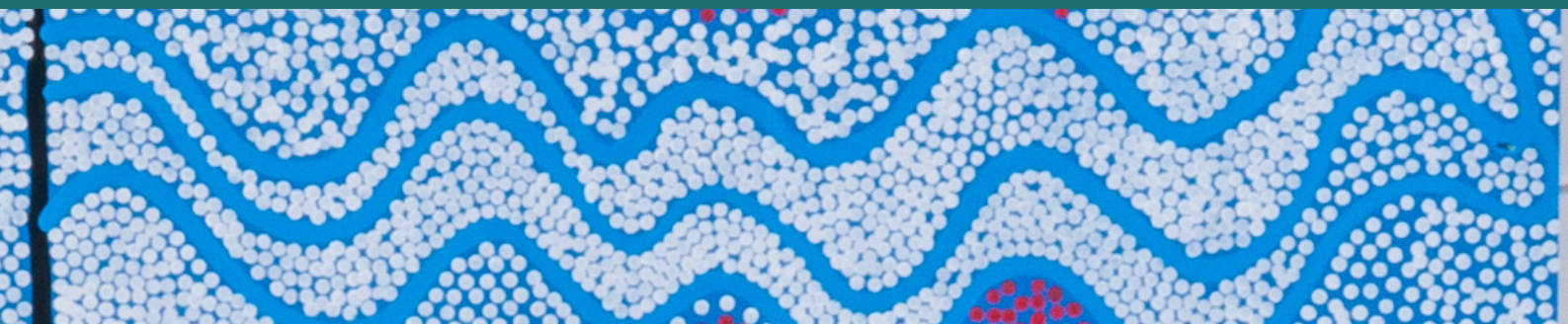
- their expectations of students, staff and parents
- how they will collaborate with staff to devise policies and develop strategic, research-based plans and procedures to facilitate improvement in student learning

The successful applicant will be able to provide examples from their experience that speak to:

- the elements of effective strategic planning
- personal involvement in developing and implementing a strategic plan
- how they build trust and develop strong relationships with staff, students, parents, alumni and external networks
- building a professional learning community and involve all stakeholders
- change management principles and practices
- engaging in professional conversations
- how they determine priorities for teacher professional learning
- how they engage students, parents and the community in the life of the School
- highly developed organisational skills including the ability to work to deadlines

The successful candidate:

- understands the role of the Board, the role of the Principal and the importance of the relationship with the Chair of the Board
- displays an understanding of the essentials of school finance and budgeting
- knows the legal and regulatory requirements incumbent in the role
- displays some familiarity with master planning and project management
- articulates their view of the use of technology for the organisation and learning



PERSONAL CHARACTERISTICS

The Principal is expected to demonstrate clear evidence of a mature and flourishing Christian faith demonstrating Godly wisdom and Christ-like qualities, together with self-awareness and the ability to understand feelings and behaviour in interpersonal situations and act appropriately, including:

- The ability to lead and take responsibility for the performance of a capable and collaborative Executive team
- A willingness to develop a deep understanding of people and their needs and the ability to adapt to context
- High level communication and interpersonal skills to build relationships and engage with all members of the School community
- Skills in the administration and management of whole-school programs and operations
- Resilience and persistence in achieving goals
- A focus on student achievement that puts students ahead of personal or political interests
- An ability to initiate and facilitate processes for improvement in learning and teacher pedagogy, along with enhancement of the School's learning culture
- An ability to learn and a willingness to take risks and face challenges with optimism and enthusiasm



APPLICATION INSTRUCTIONS

Interested applicants should familiarise themselves with the following (click to access):

The school's [Educational Creed](#)

[Focus on Identity](#) Booklet

[Position Description](#) (mostly described in this document)

The application should include:

1. A brief covering letter addressed to the Board Chair, Sue Goudswaard.
2. A complete and current CV.
3. A statement detailing your experience in regard to the key responsibilities and personal characteristics outlined above, citing appropriate supporting evidence.

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

Applications close: COB Wednesday 26th April

Queries may be directed to the CEN Consultancies Administrator
consultancy@cen.edu.au





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