



Plenty Valley

CHRISTIAN COLLEGE
In Christ: Wisdom & Knowledge



EXECUTIVE PRINCIPAL

Commencing Term 1 2026

Information and Application Details



THE POSITION

With the retirement of John Metcalfe after nine years of outstanding leadership and service to our community, the Board of Plenty Valley Christian College is calling for applications from experienced and talented Christian educators for the position of Executive Principal, commencing Term 1, 2026.

This is an exciting opportunity to lead a large, well- established educational community of around 1000 students from Kinder to Year 12, with plans to expand to a maximum of 1300 students.

The College is situated on a magnificent property in Doreen, in the fast-growing northern suburbs of Melbourne. The College has been blessed by strong enrolment growth and the development of a more culturally diverse community. The recent purchase of another nearby property will allow for further development over the next few years.

The ideal candidate will be a passionate advocate and supporter of the philosophy and distinctives of Christian education in a school governed by a Board, appointed by members of the Plenty Valley Christian Education Limited. The Executive Principal will have the capacity to implement visionary, strategic and operational planning processes, as outlined in the Strategic Plan and be able to subscribe to and uphold the College's Statement of Faith and Educational Creed.

The appointee will be a highly respected, appropriately qualified and experienced educational leader. They will have a well-developed relational approach to management, excellent communication skills and a strong strategic understanding. The ability to guide, foster and achieve a positive learning culture that supports strong educational outcomes for all students is essential.

Plenty Valley Christian College (PVCC) is a member of Christian Education National (CEN), an Australia-wide group of 55 member associations that together govern more than 70 schools. 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. PVCC is also a member of the Australian Association of Christian Schools (AACCS) and Independent Schools Victoria (ISV).





OUR VISION

Plenty Valley Christian College is a Christ-centred college that pursues excellence in education and character, daring our students to be engaged, equipped, and empowered to transform their communities, local and global.

OUR MOTTO

In Christ, Wisdom and Knowledge

My goal is that they may be encouraged in heart and united in love, so that they may have the full riches of complete understanding, in order that they may know the mystery of God, namely, Christ, in whom are hidden all the treasures of wisdom and knowledge.

Colossians 2:2-3 (NIV)





OUR VALUES

Because we are image bearers of Christ, we:

LEARN COURAGEOUSLY

We take responsible risks, collaborate with others, we feel safe to make mistakes, and we make the most of every opportunity.



STRIVE FOR EXCELLENCE

In all aspects of learning and life, we give our very best.

BUILD COMMUNITY

We are outwardly focussed, we embrace and enjoy diversity, and foster a spirit of love, respect, gratitude, and grace.

ACTIVELY STEWARD

We use the gifts that God has given us to care for ourselves, for others, the environment, and the world around us.



NURTURE GODLY CHARACTER

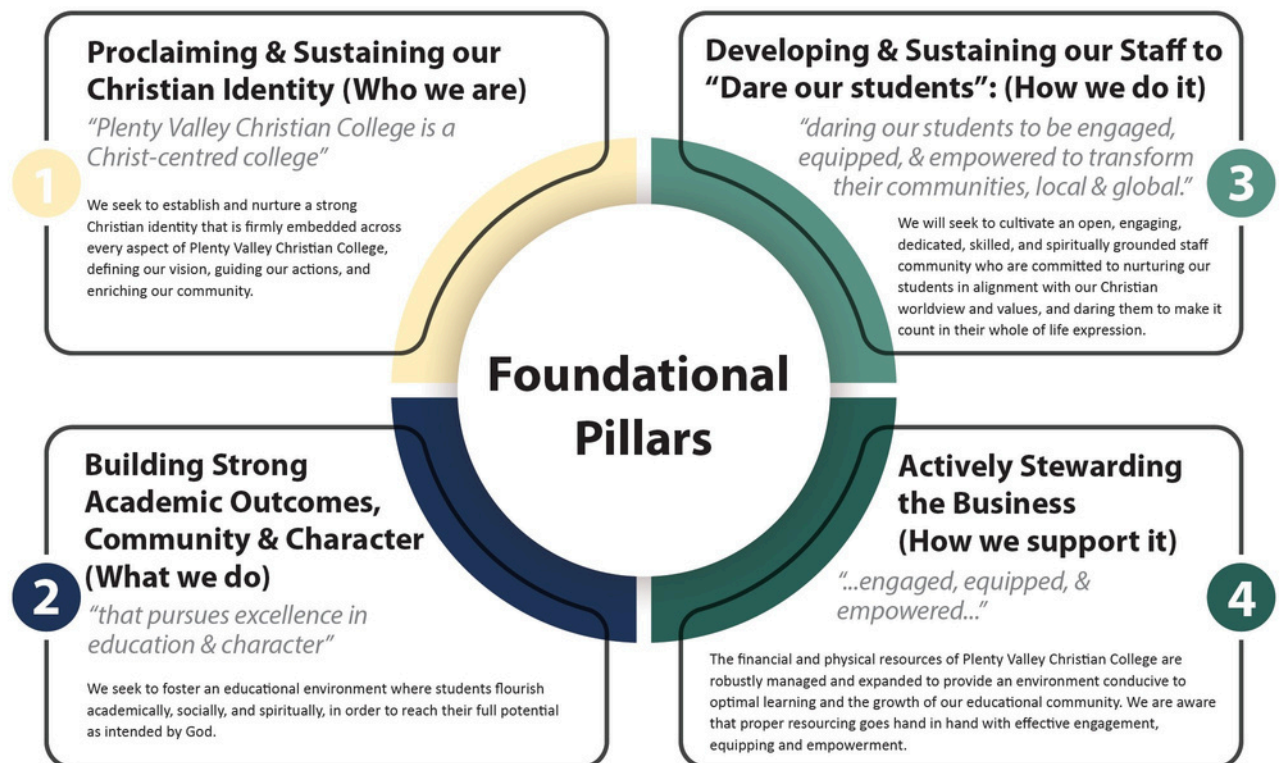
We endeavour to follow in the footsteps of Christ himself by being honest, humble, kind, and empathetic.

Foundational Pillars: Aligning Vision with Practice

PVCC recognises the importance of instilling a Christian worldview and the values and character that arise from this in our students. We firmly believe that education encompasses a broad spectrum of academic, spiritual, intellectual, experiential, moral and ethical growth. Our approach integrates faith-based principles into the daily lives of our students, equipping them for lifelong learning, daring them to strive for excellence and be compassionate, responsible, and socially conscious individuals.

At the core of our strategic plan lies a commitment to serve God as an educational community. We strive to express our biblical understandings within a framework of unwavering faith, integrity, consistency, and humility. It is imperative that our community comprehends and treasures the Christian principles that underpin our vision.

Our Strategic Plan is built upon four foundational pillars that guide our vision for the future:





POSITION DESCRIPTION

A. OVERVIEW OF THE EXECUTIVE PRINCIPAL'S ROLE

The Executive 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 Plenty Valley Christian Education Ltd.
- Be committed to the furthering of the mission of the College as set out in the Constitution the Mission and Values Statements and the Strategic Plan
- 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 Director of Business and Strategy, 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 at a large, established and growing Kindergarten to Year 12 Christian College
- A recognised 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 which includes the Director of Business and Strategy, the Secondary Principal, the Primary Principal, the Director of Learning and Teaching and the Director of Christian Formation.
- 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

The Executive Principal will:

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 Executive Principal's Professional Development.

9. Relationship with the Board & Company

- Build a strong relationship of trust, respect and transparency with the Board.
- Recognise that the Executive Principal has the sole reporting responsibility 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 Executive 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 Company 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 the 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 Director of Business and Strategy:

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 State requirements.
- Provide regular and timely reports to the Board regarding matters related to compliance.

D. ACCOUNTABILITY

The Executive 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 Executive 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 Executive 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 Educational Outcomes
- Culture Building
- Staff Development and Wellbeing
- Use of data and evidence-informed insights and technology
- Innovation
- Compliance and risk
- Competencies in finance, policy, planning and staffing

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

Please send relevant registration numbers and copies of academic transcripts.

Closing Date

The closing date for applications is **COB Friday 2 May 2025**.

Additional Documents:

- See www.pvcc.vic.edu.au for the Statement of Faith
- [Strategic Plan 2025-2030](#)





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