

Position Description

Role Title: State Executive Officer (SEO) for NSW/ACT

Allocation: Full Time, 1.0 FTE (5 days per week)

Date Prepared: 30 June 2022

POSITION DESCRIPTION: NSW/ACT State Executive Officer

A. POSITION OVERVIEW

The NSW/ACT State Executive Officer will be responsible for working under the direction of the NSW/ACT State Council (subcommittee of the CEN National Board) in ensuring the purposes of CEN are maintained and promoted in member schools across the state. The role also has a special focus on teaching and learning, inspiring best practice in teaching and learning in member schools, developing the capacity of teachers to integrate and biblical worldview into classroom teaching and practice.

B. PERSONAL CHARACTERISTICS & GENERAL ROLE EXPECTATIONS

The following attributes are important for the role:

1. An actively demonstrated personal Christian faith, actively involved in a local Protestant church and affirming of the CEN Statement of Faith.
2. A clear understanding of and commitment to the vision of the Lordship of Christ over every area of life.
3. Respect, promote and work within the organisational authority structure of Christian Education National.
4. A demonstrated commitment to serving Christ in Christian education as stipulated in the mission, vision and core values of Christian Education National (CEN).
5. Relevant qualifications and/or experience that are appropriate for this position. Executive leadership experience in a school context is anticipated.
6. An ability to communicate in a manner that maintains the respect of the wider Christian Education community.
7. High level communication and interpersonal skills in working alongside members of the CEN community, including effective collaboration when working within the CEN Staff.
8. A willingness to work in harmony and close collaboration with other members of the Christian Education National team.
9. Personal qualities such as adaptability, initiative, versatility, enthusiasm, optimism and the ability to work within a constantly changing environment.
10. A demonstrated capacity to lead a small team using efficient processes and excellent time management skills.

Desirable Experience/Expertise

1. A Master of Education with the National Institute for Christian education or a commitment to pursue such study.
2. An ongoing commitment to personal and professional development.
3. A demonstrated capacity to engage with stakeholders both within and external to CEN NSW/ACT.
4. Demonstrated knowledge and understanding of contemporary theory and best practice in teaching and learning pedagogy.
5. A strong understanding of NSW and ACT curriculum with a willingness to undertake additional professional learning to ensure capacity across both of these jurisdictions.

NB. Copies of the Constitution, the Vision and Core Values Statement can be found on the CEN website.

C. MAIN FUNCTIONS & RESPONSIBILITIES

Duties	Position Expectations
Support for NSW/ACT CEN Schools	<ul style="list-style-type: none"> • Supporting the Principals and Board Chairs of all CEN schools in NSW/ACT through regular contacts or visits • Providing resources and facilitation where appropriate • Providing opportunities to enhance teachers' understanding of what it means to 'teach Christianly'
<i>Engagement with CEN</i>	<ul style="list-style-type: none"> • Participating in national SEO forums as arranged by Christian Education National • Managing the budget for the State Council • Responding to direction from the National board and CEO of Christian Education National • Build support among CEN NSW/ACT Schools • Engage with other CEN SEOs in forums and face to face meetings • Maintain a strong relationship between CEN National and CEN NSW/ACT • Promote CEN services for supporting schools
<i>State Event Management</i>	Maintaining, Coordinating and improving the current calendar of events including: <ul style="list-style-type: none"> • Induction for new teachers • Induction for new Principals • Board Professional Development and induction • CEN Network meetings and events for principals Boards Business Managers, Deputy Principals, Teaching and Learning advisors • State Council events and annual State Forum • State Conference
<i>Networking</i>	<ul style="list-style-type: none"> • Initiating networking opportunities with other Christian and educational organisations • Networking with other Christian School organisations (eg: CSA, SDA) • Maintaining and supporting relationship with AACCS • Networking with peak bodies such as Association of Independent Schools (AISNSW), NESA • Representing CEN NSW and CEN ACT with State Governments

Duties	Position Expectations
<i>Grow and Strengthen School Associations</i>	<ul style="list-style-type: none"> • Ensure that CEN NSW/ACT member associations remain informed, resourced and supported • Present on behalf of CEN at school Association meetings as requested • Promote CEN Association resources
<i>Teaching & Learning focus area</i>	<ul style="list-style-type: none"> • Meet with Directors of Teaching and Learning and / or Principals in CEN schools in NSW / ACT to help critique teaching and learning practices from a biblical worldview • Resourcing schools with latest ideas and curriculum support material • Keeping abreast with what is happening in other schools nationally and at a state level • Providing expert advice from a Biblically informed worldview in relation to the NESA and ACT (Australian) curriculum • Developing networks of Directors of Teaching and Learning to share ideas and support each other • Provide Biblical reflection on curriculum changes and developments • Managing related conferences and events
<i>Enhance the professionalism of CEN School Governance</i>	<ul style="list-style-type: none"> • Provide accredited training to boards to ensure good governance • Provide resources to ensure good governance practices • Plan and organise state conferences, training seminars, and assist in organising Principal/Board gatherings where appropriate
<i>Work in consultation with the NSW/ACT State Council</i>	<ul style="list-style-type: none"> • Assist in developing, maintaining and reporting to a strategic plan • Prepare a written report prior to each State Council meeting and State Forum • Assist in the preparation of agendas and attend State Council meetings
<i>Support Schools in ensuring regulatory compliance from a Christian perspective</i>	<ul style="list-style-type: none"> • Support, supervise and appraise the CEN NSW/ACT Compliance Officer • Ensure currency and quality of CEN NSW/ACT policies and other resources • Provide initial compliance advice for schools and have networked other bodies for referral as needed • Support schools in pre-NESA Registration and Accreditation resources/support
<i>Staff team support and supervision</i>	<ul style="list-style-type: none"> • Ensure regular meetings with CEN NSW/ACT staff • Support, supervise and appraise CEN NSW/ACT staff • Ensure excellent communications with CEN NSW/ACT staff and with CEN staff
<i>Management of third party services</i>	<ul style="list-style-type: none"> • Ensure proactive support for relationship between CEN NSW/ACT and Prolegis • Manage annual agreement with Prolegis on behalf of schools and monitor its usage, reporting to State Council • Manage Chemwatch subscriptions (non AIS schools) • Seek opportunities for further relationships that may be helpful for CEN / NSW ACT schools
<i>Grow CEN NSW/ACT</i>	<ul style="list-style-type: none"> • Actively support and encourage interest by new potential CEN school Members and those schools seeking to start new campuses
<i>Help Desk support for schools</i>	<ul style="list-style-type: none"> • Be a first point of contact for CEN school Leaders and Boards for advice/networking • Develop knowledge of areas of excellence in schools for networking resources

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Child Protection	<ul style="list-style-type: none"> • Provide links to OCG resources relating to Child Safe Standards and PL • Resource and enable annual Investigator training
IR/MEA	<ul style="list-style-type: none"> • Support CEN NSW schools (AS REQUIRED) in the management of MEA arrangements through the nominated representative legal service.

It is anticipated that the Teaching and Learning leadership component of this role would be allocated to approximately 2 days per week.

D. ACCOUNTABILITY

The NSW/ACT State Executive Officer is responsible to the CEN NSW/ACT State Council, and the CEO of Christian Education National.

Signed by Employee	Signed by Manager
Date:	