



**WAGGA WAGGA
CHRISTIAN COLLEGE**



INFORMATION PACK FOR THE APPOINTMENT OF PRINCIPAL

**Commencing January 2024
(or later by negotiation)**

OUR SCHOOL

The Board of Wagga Wagga Christian College is calling for applications from experienced and talented Christian educators for the position of Principal, commencing in January 2024 (or at a later time, by negotiation).

Situated on the eastern fringe of Wagga Wagga in South Western NSW, Wagga Wagga Christian College is a well-resourced, co-educational, Preschool to Year 12 school with over 600 students.

This is an exciting opportunity to lead a very well-established Christian educational community into its next phase of development. 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. The Principal is the chief advisor of a committed and supportive Board of Directors who are elected from the membership of the Wagga Wagga Christian College Company.

WWCC 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.

OUR MOTTO

Forward in Faith

OUR VISION

In Christ, partnering with families in providing excellent and practical education, preparing students to act justly, love mercy and walk humbly before God.

OUR MISSION

Wagga Wagga Christian College exists to provide a holistic and Christ-centred education that partners with our community to empower students to flourish academically, spiritually, and personally.



STRATEGIC DIRECTIONS

OUR STRATEGIC INTENT

At Wagga Wagga Christian College, we embrace each child's uniqueness, cultivating customised educational journeys that unlock their God-given potential. Our staff's growth as Christian educators is paramount. We aspire for the College to gain renown as a vibrant Christian community, committed to academic excellence at all levels, supported by purpose-built facilities and programs. Our strategic intent is to inspire students to excel, staff to thrive, and our community to flourish, driven by our dedication to Christian values and academic achievement.

OUR FOUNDATIONAL PILLARS: ALIGNING VISION WITH PRACTICE

At the heart of our strategic vision is the commitment to our Christian worldview and five core pillars which stand as our foundation. These pillars define our identity and guide us in our mission to provide a holistic and Christ-centred education.

1

Christian Faith

Central to all things at WWCC is the Christian faith and our Lord Jesus Christ. The College strives to nurture and strengthen the spiritual foundation of every student, fostering a deep understanding and love for God. This pillar permeates every aspect of education, creating an environment where faith and learning are integrated.

2

Academic Excellence

We will continuously seek ways to enhance the quality and breadth of the education we offer. We are dedicated to providing a world-class education that prepares students for success in an ever-changing world. Our plan includes investments in cutting-edge technology, the recruitment and development of exceptional teachers, and the expansion of our curriculum to offer a diverse range of opportunities for every student.



3

Character Development

Beyond academics, we place a strong emphasis on the development of character. Through mentorship programs, service learning initiatives, and a nurturing community, we seek to instil values of integrity, empathy, and resilience in all students, preparing them to be compassionate, ethical, and faithful leaders in a complex world.

4

Community Engagement

We recognise the importance of engaging with the local community, and so we actively seek to foster partnerships with parents, local organisations, local churches and businesses. Our goal in this is to create a supportive and interconnected community that enriches the educational experience and provide students with meaningful opportunities to engage in service, internships, and real-world learning experiences to foster a sense of responsibility and civic pride.

5

Innovation and Adaptation

To stay at the forefront of education, we seek to remain adaptable and flexible, able to adopt innovative and original practices that align with our Christian worldview and take advantage of educational trends, embrace emerging technologies, and ensure that students receive a relevant and forward-thinking education.

These pillars collectively form the cornerstone of WWCC's identity. They serve as guiding principles that steer our mission and vision and reflect a commitment to nurturing well-rounded individuals who are academically accomplished, spiritually grounded, and socially responsible.





OUR STRATEGIC PRIORITIES

Four key focus areas for the 2024-2027 strategic period have been identified.

1

Upholding our Christian Identity

In upholding this strategic pillar, we aim to not only preserve, but strengthen our Christian identity, ensuring that it remains the guiding force behind everything we do at WWCC. Through these initiatives, we actively embrace our responsibility to serve God through Christian education and to inspire others with the authenticity of our faith.

2

Promoting Preschool-Year 12 Educational Improvement

We are committed to empowering our students with the skills, knowledge, and values they need to thrive not only during their time at WWCC, but in their lives beyond school. Together, we will continue to uphold our mission to honour God through excellence in education.

3

Providing Appropriate Resources

Through strategic planning and prudent resource allocation, we will ensure that our students have access to the best possible educational environment and that our staff are empowered to excel in their vital roles. By enabling flourishing through resourceful investments, we uphold our commitment to delivering an exceptional Christian education experience.

4

Community Engagement

In alignment with our Biblical understandings and values, through this strategic pillar, we aim to exemplify the principles of faith, integrity, humility, and competence in every facet of our governance. As a parent-led Christian school, our governance framework depends on faithful, dedicated parent involvement in the governance process. We understand that the health of our community relies on unity and trust, and we are committed to upholding these values as we lead and serve at the College.



OUR GOVERNANCE

The Wagga Wagga Christian College Company is the governing body responsible for the operation of Wagga Wagga Christian College. The elected Board of the Company is responsible for setting the vision and direction of the College, monitoring the implementation of the College's vision and objectives and taking responsibility for the overall performance of the College. The management of the College is delegated to the Principal. The executive leadership group, under the direction of the Principal, is responsible to the Board for the educational delivery, the general operations of the College, the development and implementation of policy and procedures, the management of staff and students and for ensuring adherence to all NSW Education and Standards Authority registration requirements and Commonwealth requirements.

REGISTRATION DETAILS

The College is registered with the Commonwealth of Australia and the New South Wales State Government as a Kindergarten to Year 12 school and maintains accreditation with the NSW Education Standards Authority for both the Record of School Achievement and Higher School Certificate.

The College is accredited with the NSW Vocational Education & Training Accreditation Board through the Association of Independent Schools.

Separately, the College is also registered and accredited as a Long Day Care Service as a Preschool, Before School, After School and Vacation care provider under the Commonwealth National Quality Framework for Childcare.

LIVING IN WAGGA WAGGA

Wagga Wagga (known as 'Wagga') is a major regional city in the Riverina region of New South Wales, Australia. Straddling the Murrumbidgee River, with an urban population of around 60,000, Wagga is the state's second largest inland city after Maitland and is an important agricultural, military, tertiary and transport hub. The ninth largest inland city in Australia, Wagga is located midway between the two largest cities in Australia - Sydney and Melbourne - and is the major regional centre for the Riverina and South West Slopes regions. With four distinct seasons, there's always something new to explore. Wagga is noted for its delicious food and wine scene, wonderful galleries, tranquil riverbank walks, gorgeous gardens and parks, and a fascinating heritage. There are a number of strong, vibrant churches and it is a great place to live!



PRINCIPAL POSITION DESCRIPTION

OVERVIEW

The Principal is directly responsible to the Board and serves in an advisory role to the Board in school matters. The Principal will:

1. Have an evident personal commitment to the Lordship of Jesus Christ in all aspects of life.
2. Respect, promote and work within the organisational authority structures of a Parent Governed Christian School, as laid down in the Constitution of the Wagga Wagga Christian College Company.
3. Be committed to the furthering of the mission of the School as set out in the Constitution.
4. Be responsible for the development and management of teaching and learning from a Christian perspective.
5. Oversee, and take responsibility for, the day-to-day operations and financial management of the School, the professional performance of the staff and the academic and personal development of the students.
6. Lead the strategic planning processes of the School in collaboration with the Board.
7. Undertake the management and documentation of regular performance appraisals, both of the Staff and the School as a whole.
8. Maintain an up-to-date knowledge of Federal and State Government education and regulatory policies, and advise the Board of the implications of these policies for Christian Education.
9. Effectively promote the School in public and private forums.
10. Be committed to promoting the wider mission of Christian Education National (CEN), the national organisation to which the School belongs.

PERSONAL REQUIREMENTS

The Principal is expected to bring a range of personal qualities, habits, skills and experience to the duties associated with the role, such as:

1. An actively demonstrated personal Christian faith.
2. Regular Church attendance and involvement in Church activities and an exemplary Christian lifestyle
3. A reputation for personal and professional integrity
4. A demonstrated commitment to serving Christ in Christian Education.
5. Academic qualifications and experience that are appropriate for a leadership role in an established Kinder to Year 12 Christian School.
6. A recognized ability to lead in a manner that gains the respect of the School community.
7. Demonstrated skills in planning, coordinating and managing educational activities.
8. Demonstrated skills in and a willingness to lead, assist and advise the Board in strategic planning.
9. Ability to assist staff in reviewing and improving their teaching effectiveness.
10. High level communication and interpersonal skills in dealing with all members of the School community.
11. A demonstrated commitment to professional self-development in the field of Christian Education.
12. Skills in developing close links between the School and the wider community.
13. Personal qualities such as adaptability, initiative, versatility, enthusiasm, optimism and the ability to bring about change.



GENERAL RESPONSIBILITIES

SPIRITUAL LEADERSHIP

The Principal will:

- 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 School community of Christ-centred, servant leadership
- Provide appropriate pastoral oversight to the School community.

MANAGING AND LEADING STAFF

- Inspire, direct, guide and support all staff members.
- 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 School employees, in consultation with the Board.
- Report to the Board any matters of relevant professional or legal concern in respect of staff members.
- Maintain staff records as required by Federal and State regulations.

STUDENT DEVELOPMENT

- Inspire, direct, guide and encourage students in their Christian educational development.
- 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 School'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.
- Encourage and liaise on a regular basis with student leaders.
- Take responsibility for enrolling students and managing student behaviour, including suspension and expulsion, with appropriate reports to the Board.
- Report to the Board any matters of relevant personal or legal concern in respect of students or School families.



ACADEMIC PERFORMANCE AND CURRICULUM DEVELOPMENT

- Oversee the development of a Christ-centred curriculum which reflects the vision and values of the School.
- 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 comparatively high outcomes in external assessments such as the HSC and NAPLAN.
- Monitor curriculum implementation, including evaluation and re-development, consistent with national guidelines.

STRATEGIC PLANNING

- In collaboration with the Board, develop and implement visionary, strategic and operational planning processes that address identified opportunities and challenges.
- Assist the Board in considering growth options and facilities development.
- Develop and implement effective marketing strategies.

THE EXECUTIVE TEAM

- Build a warm, trusting and highly effective relationship with the Executive Team.
- With board approval, develop and/or change the Executive Team structure.
- Oversee and regularly appraise the performance of the Executive Team.

COMMUNITY RELATIONS

- Develop a sense of community among staff and parents that encourages them to embrace and own the vision and values of the School.
- Establish and maintain good communication within the School between all stakeholders.
- Promote the School's image in the wider community.
- Maintain close association with National and State networks such as Christian Education National (CEN) and Independent Schools NSW (AIS).
- Act as spokesperson for the School in the public arena, ensuring that no comment is made which could be deemed prejudicial regarding the affairs of the School or the Board.
- Represent the School at official functions both within and outside the School.



FINANCE

- Take responsibility for the financial performance of the School.
- 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 long range plans, in collaboration with the Business Manager and the Board.
- Advise the Board as to appropriate movements in staff salary levels, with reference to WWCC budget requirements, any current employment agreements and appropriate 'market rates.'
- Attend meetings of the Finance Committee as an ex-officio member.

FACILITIES, PROPERTY & INFRASTRUCTURE

- Ensure appropriate management and review of the infrastructure and facility requirements needed for the efficient management of the School.
- Ensure appropriate forward planning for facility and property requirements.
- Ensure the School is compliant with all WHS regulations.

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.
- Encourage and enable teaching and executive staff training in Christian Education National (CEN) and National Institute of Christian Education (NICE) Professional Development programs.
- Be personally involved in collegial forums and professional development provided for Principals by CEN, AIS and other appropriate professional and Christian organisations.





RELATIONSHIP WITH THE BOARD & THE WAGGA WAGGA CHRISTIAN COLLEGE COMPANY

- Build a strong relationship of trust, respect and transparency with the Board.
- Understand and respect that the Chair is the recognised channel of communication between the Board and the Principal.
- In consultation with the Board, further develop the School'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 School in a timely manner.
- Attend and report to WWCC Company meetings.

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 AIS, and ensure that the annual budget has adequate provision for the Principal's Professional Development.

ACCOUNTABILITY

The Principal is accountable directly to the Board. The Principal is an ex-officio member of the Board and chief advisor of the Board.

EMPLOYMENT CONTRACT

The salary and conditions are identified in the Principal's Contract. The contract period is negotiable, but is normally 5 years.



APPLICATION PROCESS

SALARY & CONDITIONS

The salary and conditions for this position will be negotiated by the Board in accordance with the successful candidate's experience and with salaries and conditions in comparable schools in NSW.

Reasonable transfer and removal costs will be provided for the successful applicant.

Applicants short-listed for interview will receive full reimbursement for out-of-pocket expenses associated with attending an interview. For inter-state interviewees, this includes reimbursement of a return economy airfare, or its equivalent.

Referees will be contacted only after the first interview or at a time when an applicant might be offered the position.

INFORMATION YOU SHOULD RECEIVE

As part of the application process you should receive the following documents:

- Principal Information document (this document)
- Wagga Wagga Christian College Company Constitution
- Statement of Faith

Our website www.wwcc.nsw.edu.au will provide further information about our school.

APPLICATION REQUIREMENTS

The applicant should be able to demonstrate in their application, that they are:

- A committed follower of Jesus Christ.
- A visionary leader with a heart for and an understanding of Christian Education.
- Committed to building and sustaining academic excellence and educational 'best practice'
- A well-qualified, experienced and successful leader in a Preschool - Year 12 environment
- A relational leader with team building and mentoring skills.
- A culture builder within the school and the wider community.
- A competent, professional manager in areas such as finance, staffing, planning and policy.

Please send your application including a brief covering letter, a resume, reflections on the demonstrated requirements as noted above and the names of three referees (two professional, one pastoral) to the CEN Consultancies Administrator, Melinda Storm, via consultancy@cen.edu.au

Please include relevant registration numbers and copies of academic transcripts.

You will receive an acknowledgement confirming receipt of your application.

CLOSING DATE

The closing date for applications is COB **Monday 16 October 2023**.



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