

EMPLOYMENT PACK

Deputy Principal for Primary School

FULL TIME POSITION

Commence Term 1, 2023

Closing Date for Applications: Thursday 20 October 2022



Dale Christian School

150 Forrest Road

Armadale WA 6112

08 9497 1444

Dale Christian School has implemented the Child Safe standards and takes the safety of our children very seriously.

About Dale Christian School

Dale Christian School is a co-educational, non-denominational, K-12 school with over 580 students, an outreach activity of the Armadale Congregational Church and is affiliated with Christian Schools Australia. The school is managed on a day-to-day basis by the principal, who is responsible to a duly elected Board. The Board is responsible to the Church.

Dale Christian School offers more than just a good education. We do our very best to instruct students, so they have a balanced, positive and healthy outlook on life. This means they will be well equipped to face the challenges of a rapidly changing world. We aim to develop each child's spiritual, physical and mental gifts.

In 2022, the Primary and High School students at Dale Christian School are supported in their studies by 88 staff members. The successful applicant will have the opportunity to work with 58 teachers and education assistants, with 27 support staff.

At Dale Christian School, we are deeply committed to helping every student achieve their full potential through quality, Christ-centred education.

Key selling points

- An exceptional Christian School where students feel safe and included.
- A strong team culture that promotes compassion and gratitude.
- A desire to follow the heartbeat of Jesus, digging wells rather than building fences.

About the role

We are looking for a dynamic leader, willing to work with an experienced team, as well as continue to grow and develop a "team" culture across the Primary School. This is a role for an experienced and relational leader who has broad experience across all areas of school leadership and management.

You will need to be able to strategically plan to sustain the Primary School numbers, as well as manage staffing and other considerations. This role offers an exciting opportunity to be part of the growth of Dale Christian School, while at the same time creating an environment of Christlikeness.

Key responsibilities will include:

- Create and maintain relationships of trust and empowerment across a team of teachers and the Primary Coordinator team.
- Create a culture of high expectation and continuous development, among both staff and students.
- Imagine, maintain and develop programmes that lend themselves to preparing students to thrive in a constantly and rapidly changing educational environment.
- Imagine, develop and lead programmes that meet the spiritual, social, emotional, physical and academic needs of students from Kindergarten to Year 6.
- Lead an effective cycle of review and improvement to ensure that staff are empowered to fulfil their full potential in all areas of Primary School teaching and learning.
- Build relationships both across the Primary School and with the Secondary School that will ensure consistency and continuity of all aspects of curriculum delivery from Kindergarten to Year 12.

About you

- You are passionate about living out your Christian faith and you are prepared to model, uphold, and support the Ethos and Core Values of the school.
- You are deeply relational, friendly, and confident in your capacity to lead.
- You are a team player.
- You are passionate about children with education support needs and effective intervention education.
- You have excellent communication skills, both written and verbal, that can be used effectively with staff, students, and parents.
- You are organised, and an effective planner and you manage your time well.
- You have a thorough understanding of the WA Curriculum and Achievement Standards.
- You are prepared to go the extra mile to ensure your students are always well provided for.
- You are able to offer authentic learning experiences that empower your students to deeply learn knowledge and develop Twenty-First Century skills.
- You have effective behaviour management skills.

Your Qualifications

- You have relevant tertiary qualifications and/or experience related to teaching in a Primary School.
- You hold a current Teachers Registration Board of Western Australia (TRBWA) Certificate of Registration.
- You hold a current Working with Children card. (WWCC)
- Current Senior First Aid Certificate or willingness to undertake relevant training.

Experience Requirements

- A track record of educational leadership to manage change successfully and deliver continuous school improvement.
- Extensive pedagogical expertise in an educational content, including leadership, operational and organisation roles.
- Teaching in a classroom environment
- Leadership or coordinating experience for 5 years inclusive of your teaching role.

Christian Experience

- To have a personal faith and commitment to the Lord Jesus Christ and to be an **active member** of a local Protestant church.
- A commitment to the ethos within the school through mission and service leadership.
- To preserve the unity of believers.
- To have the God given gift of administration.

INFORMATION FOR APPLICANTS

These guidelines are provided to assist you in preparing your written application and to enable you to plan for the selection interview if you are called to attend.

ELIGIBILITY

Applicants who do not meet the essential selection criteria will not be considered.

CLOSING DATE

Applications must be received at Dale Christian School by the time on the day stated in the advertisement. Please note that the application must be forwarded to the Selection Panel. **Late applications will not be accepted.**

ENQUIRIES

If you would like to find out more about the advertised position, please make contact with the school on 9497 1444.

PREPARING YOUR APPLICATION

The decision to interview will be based on the information you provide in your application. If your application is short listed, you will be contacted by phone to arrange an interview.

Your application must include the following documentation:

1. **Completed application form.**
2. **Resume (Curriculum Vitae), which comprises of:**
 - Personal Details - Name, address, telephone number.
 - A summary of the work you have done starting with the most recent. Include dates and give details of the type of tasks that were required in each job.
 - Details of involvement in church or church-based activities.
 - Your education and training achievements. (Be sure to include any education you are currently undertaking).
 - Any activities you have undertaken outside of work which are relevant to the application.
3. **Statement of claims against the Selection Criteria:**
 - The Selection Criteria includes your Christian lifestyle as well as the education, knowledge, skills and abilities required for the position.
 - The Selection Criteria (Essential) have been divided into three parts:
 - Christian Experience
 - Professional (individual)
 - Professional (teamwork)
 - Address your comments to each part separately, ensuring that you cover the aspects highlighted by the questions for each part.
 - Also draw on experience you have had and include a description of your skills and abilities.
 - Additionally, include information of any relevant qualifications you may have obtained and their relation to the Selection Criteria.
 - **Your claims for the Selection Criteria (essential) must NOT exceed 3 x A4 pages single typed.**
4. **Referees:**
 - Referees should be contacted for approval before listing them in your application. **(They may be asked to complete a Referee Form).**

- Provide names, work addresses and daytime contact telephone numbers of at least two professional referees – (see Application Form.)
- Information on referees should be included on the application form.
- Referees who are able to comment on your experience and church involvement (preferably against the Selection Criteria) should be included.

5. **A current letter of reference from your church pastor/minister, MUST be enclosed.**

6. **Government Requirements**

- All applicants must have a current Federal Police Clearance and evidence enclosed.
- All applicants must have a current Working with Childrens Check and evidence enclosed.

7. **Covering Letter**

- The covering letter is an introduction to your application.
- State the identifying details of the position and your desire to be granted an interview, together with any relevant information on your availability for an interview.
- You may wish to summarise your application and emphasis your strongest points and achievements.
- **The covering letter should not exceed 1 x A4 page single typed.**

Applications may be sent by email, post or hand delivered, marked "Personal and Confidential" addressed to:

The Principal
Dale Christian School
P.O. Box 273
ARMADALE WA 6992
EMAIL: employment@dalecs.wa.edu.au

SELECTION CRITERIA

SECTION 1 ESSENTIAL

Christian Experience

1. To have a personal faith and commitment to the Lord Jesus Christ and to be an **active committed member** of a local Protestant church. Display an exemplary Christian lifestyle which will include regular attendance at worship services and a general involvement in the life of a local Protestant church.
2. To accept the Schools Statement of Faith.
3. To have the God given gift of administration.
4. Include a Pastor's Reference.

Professional (Individual)

5. Experience in a leadership role, that has included successfully supporting change and project management. Describe your leadership style.
6. Extensive pedagogical expertise in an educational context, including leadership, operation and organisational roles.
7. Identify your area of passion is in the context of leadership.
8. In collaboration with the Principal and Business Manager, ensure adherence to specific oversight of educational compliance and risk management including organisational policies and procedures, child protection investigations and WHS practices.
9. To have excellent oral and written communication skills.
10. To have recent classroom experience at relevant levels. To demonstrate a sound knowledge of teaching and learning from a Christian worldview (encompassing Biblical foundations that are consistent with the school's constitution, principles and other related documents), and be able to ensure that such teaching is effectively implemented.
11. Skills and experience in conflict management and resolution as it relates to staff, students and parents.
12. Ability to be solution-focused and objective in your problem solving and decision-making whilst adhering to sound Christian principles and being sensitive to the needs of others.
13. Explain your philosophy on student engagement and learning.

Professional (Teamwork)

14. Inspirational leadership with strong management skills and a track record of success in managing people and in working cohesively with others. Ability to instil trust, confidence and cohesion.
15. To be able to participate in a shared community vision.
16. Support teachers in providing an environment that is both challenging and supportive for a diverse range of students, interests, background and abilities.
17. To be a team builder and work as a team player and to demonstrate appreciation for peers.

NOTE: Applications will not be accepted unless all criteria are addressed in the application and all required documents are attached

STATEMENT OF FAITH

The statement of Faith of the Dale Christian School is the same as the statement of Faith of the Armadale Congregational Church Inc. and is as follows

We Believe in

- ◆ The full inspiration of the Holy Scriptures; their authority and sufficiency, being in themselves the Word of God, (bearing witness to the Incarnate Word Jesus Christ; the reliability of the New Testament concerning the character and authorship of the Old Testament); their freedom from error as given in the original writings; and the need of the teaching ministry of the Holy Spirit for a true and spiritual understanding of the whole of Scripture.
- ◆ The unity of the Godhead and the divine and co equality of the Father, Son and Holy Spirit; the sovereignty of God in creation, providence and redemption.
- ◆ The true and proper deity of our Lord Jesus Christ; His virgin birth; His real and perfect manhood; the authority of His teaching, and the infallibility of all His utterances; His work of atonement for sinners of mankind by His substitutionary sufferings and death, His bodily resurrection and His ascension into heaven; and His present and priestly intercession for His people at the right hand of the Father.
- ◆ The total depravity of human nature in consequence of the Fall, and the necessity for regeneration.
- ◆ The justification of the sinner solely by faith in our Lord and Saviour Jesus Christ.
- ◆ The necessity of the work of the Holy Spirit in conversion and regeneration, at which point the believer is baptised with the Spirit; also in sanctification, worship and ministry, for which He gives spiritual gifts.
- ◆ The universal Church, the body of which Christ is the Head, embracing all the redeemed, called by God through the Gospel, born of the Spirit and justified by faith; the local church comprising such believers as the expression of the universal Church, and fellowship between such churches manifesting the unity of the body of Christ.
- ◆ The ordinances of Baptism and the Lord's Supper as being instituted by our Lord Jesus Christ; but NOT in baptism as conveying regenerating grace; NOR in the Lord's Supper as being a sacrifice for sin, nor involving any change in the substance of the bread and wine.
- ◆ The imminent personal return of the Lord Jesus Christ for His Church and His subsequent return to the earth in glory.
- ◆ The resurrection of the body, the judgement of the world by our Lord Jesus Christ, with the eternal blessedness of the righteous and the eternal punishment of the wicked.