



St Philip's Christian College Cessnock

Employment Information Pack

2022 COLLEGE APPOINTMENTS

Applications from suitably qualified and experienced people are invited for the following positions:

DIRECTOR OF STUDIES K-6

The anticipated outcome of these advertisements is that the successful applicant will be appointed to the staff of the College, commencing in 2022. Salaries for teachers and support staff will be paid in accordance with the Industrial Instrument that has been negotiated with staff.

APPLICATIONS CLOSE

30 August 2021

Requests for further information beyond what is contained in this information pack should be directed to:

MRS KARRI MATHESON

Head of HR and Executive Assistant

Ph: (02) 4007 5000

Email: karri.matheson@spcc.nsw.edu.au

THE COLLEGE MOTTO

The College Motto comes from the words of Jesus, in John 14:6, Jesus says, 'I am the Way, the Truth and the Life'. It is our desire that all students come to know this to be true in their own lives.

THE COLLEGE MISSION STATEMENT

St Philip's Christian College will continue to provide quality education in a caring, secure and challenging learning environment based on Christian beliefs, values and practice.

OUR VISION

St Philip's Christian College seeks to be a leading provider of quality Christian schooling within our nation, where:

- Every student develops a personal faith in Jesus Christ and is empowered to live with purpose, integrity and joy.
- Every student achieves their God-given potential and is well equipped to make a significant contribution to society.
- Every student benefits from innovative and effective learning experiences taught by skilled and dedicated teachers.
- Every student enjoys a safe and secure learning environment wherein they feel connect and affirmed.
- Every student contributes to a culture of respect, dignity, care and concern for others.
- Every student has access to excellent learning resources and is taught in the best learning facilities we can provide.

OUR CORE VALUES

1. Christ First
2. Serve One Another
3. Strive for Excellence
4. Do What is Right
5. Build Community

OUR CORE APPROACH

As the campus grows, we will look to always have:

- A caring atmosphere where each student knows that there are adults who will listen to them;
- A safe environment where excellence in character is free to express itself; and where destructive character is restrained and offered to be retrained; and
- An engaging learning environment that provides appropriate learning challenges and so releases all of our students to excellence.

AN INTRODUCTION TO ST PHILIP'S CHRISTIAN COLLEGE CESSNOCK

St Philip's Christian College Cessnock is located in the heart of the Hunter Valley on a 42-hectare site on Wine Country Drive, Nulkaba. It is a rapidly growing Independent school with almost 1200 students K-12. The College has experienced rapid growth over the past few years and will continue to expand to 1,400 students and beyond.

A key priority of our College is to ensure our education is geared towards preparing students for the challenges of today's world i.e., developing the learning capacity of every child and shifting the emphasis from teaching to learning. Linked with this is our desire to engage students so that they are connected in relationships with staff and each other and are encouraged to think deeply. We also recognise that education cannot be limited to the classroom and so must involve the wider community.

Cessnock is an area rich in opportunities as well as challenges. Our College needs teachers who know that they are called by God to work in such a pioneering field and who are confident in being able to connect with students, staff, parents and the surrounding community. We need teachers, therefore, who share the vision of the College — teachers who have the necessary flexibility, initiative and leadership skills for the task and teachers who are willing to be part of a team committed to forging this initiative in Christian education. Having interests and skills which can be used in extra-curricular activities will be an advantage.

ROLE DESCRIPTION

Under the guidance of the Assistant Principal of Teaching and Learning, the Director of Studies K-6 provides leadership and direction across K-6 in teaching and learning and curriculum and compliance to assist in the development of high-quality teaching and learning.

DIRECT SUPERVISOR

Assistant Principal of Teaching and Learning

LIASES WITH

- Head of Junior School
- Head of Middle School
- Director of Learning Support K-12

DIRECT REPORTS

Junior School Teachers

ROLE REQUIREMENTS

- Committed Christian and an active church member
- Passionate about Christian education
- Display discretion, confidentiality, honesty and integrity
- Be positive, self-directed, enthusiastic and highly motivated
- Demonstrate adaptability, resilience and the ability to manage work related pressures
- Work cooperatively and collaboratively as a member of a team
- Demonstrate effective conflict resolution skills and strategies
- Demonstrate high level of organisational and managerial proficiency
- Demonstrate flexibility to deal with a constantly changing school environment
- Be innovative, suggest and develop new and improved procedures
- Ability to maintain high standards and have a calm and methodical approach
- Ability to multi-task, prioritise workload and meet deadlines
- Excellent written and oral communication skills
- Possess a sense of humour and excellent interpersonal skills
- Ability to work successfully with teachers, students, leaders and wider school community

PROFESSIONAL STANDARDS

- Uphold and support the mission, core values, vision, policies and aims of the college.
- Maintain documentation, registration and accreditation required to be a teacher in NSW
- Lead by example with high professional standards in all aspects of college life.
- Promote and model a culture of continuous improvement
- Represent the college in a positive manner to the wider school community

LEADERSHIP

- Be an educational leader who is able to manage and inspire staff and students
- Provide educational and spiritual leadership across K-6
- Demonstrate the ability to organise, delegate and co-ordinate
- Assist in managing the performance of teachers
- Conduct regular coaching sessions with staff in order to support them in achieving their goals
- Model being a 'lifelong learner', always seeking to grow and develop personally and professionally

TEACHING AND LEARNING

- Possess a deep commitment to the SPCC style of Christian education and be able to articulate it and translate it into practice across K-6
- Demonstrate high standards in literacy, numeracy and IT
- Maintain high standards of teaching, be an exemplary role model in classroom preparation, management and presentation and inspire excellence in others
- Assist in setting targets for staff to improve teaching and learning
- Maintain thorough knowledge of current and future educational trends/developments

ROLE RESPONSIBILITIES

Professional Standards

- Uphold and support the mission, core values, vision, policies and aims of the College
- Set high professional standards in all aspects of College life
- Model excellence and professionalism in planning, preparing and teaching lessons
- Fulfil any reasonable request made by members of ELT, performing it to the best of their ability with a high level of professionalism

Curriculum Compliance

- Oversee curriculum compliance across K – 6 (including Scope and Sequences, Assessment, Programs, Registers)
- Work with the staff to implement policies and procedures that promote high standards of educational achievement Maintain currency with NESACurriculum requirements and updates, making staff aware of relevant NESACurriculum changes

Teaching and Learning

- In conjunction with the AP Teaching and Learning and the Head of Junior School and Middle School, oversee the quality of teaching and learning across K – 6
- Support staff in the implementation of high impact pedagogies
- Oversee the K-6 reporting process, including report editing and the creation of report templates with the assistance of the Curriculum Administrator
- Observe lessons and provide feedback to teachers on a regular basis
- Plan and team teach lessons when necessary and appropriate
- In conjunction with the AP Teaching and Learning, oversee K-6 Instructional Coaches
- Oversee the collection and analysis of learning data such as LEM, LNAP, NAPLAN and ACER to develop targeted school improvement strategies
- Oversee quality of student bookwork

Leadership

- Development of personal leadership skills
- Regular meetings with the Assistant Principal of Teaching and Learning, Head of Junior School and Head of Middle School
- Engage in own professional learning
- Acquire and implement new knowledge to enhance teaching and learning
- Maintain relationships and professional links with associations/organisations and other schools

COMPLETING THE APPLICATION

If you believe that you possess the necessary qualities and commitment for one of these positions, you are invited to make an application. Completed applications should comprise of:

- A completed St Philip's Christian College Cessnock application form, available on the website.
- A comprehensive Curriculum Vitae
 - N.B copies of teaching qualifications must be provided — official University transcripts are acceptable
- Accreditation details
- A supporting statement outlining your suitability for the position (please make it clear for which position you are applying).
- Signed copies of the attached Employment Collection notice (as required by law) and agreement with the attached Staff Code of Conduct
- Any other information you consider relevant to support your application

If selected for an interview you are welcome to bring along a portfolio of student work or an example of a planned unit of work that you found particularly enjoyable.

APPLICATIONS CLOSE

30 August 2021

APPLICATIONS SHOULD BE FORWARDED TO:

Mr Matt Connett

The Principal

St Philip's Christian College Cessnock

PO Box 833, Cessnock NSW 2325