St Philip’s Christian College

CESSNOCK

Appointment:

Head of Middle School
Information for Applicants

INTRODUCTION

We seek to fill this key position of Head of Middle School with a dynamic, well-qualified and experienced leader who will work closely with the Principal and Executive Staff to lead and develop our Middle School. We would prefer the successful applicant to be able to commence duty at the start of Term 1 2018.

HISTORY OF THE COLLEGE

St Philip’s Christian College Cessnock is a non-denominational, independent, co-educational, Prep to Year Twelve Christian School.

St. Philip’s Christian College Cessnock was initially founded in 1998 by a number of people from various churches from around the Cessnock area who had a passion to provide schooling from within a Christian context and committed to the highest possible levels of achievement in education and Christian character.

The school at that time was called Hunter Vineyards Christian College and was located within the Allandale Nurses Conference Centre on Allandale Road Cessnock. The school began with ten students. In October 1999 the College relocated to Edgeworth Street in the old South Cessnock Technical College and in 2003 changed its name to Cessnock Christian School. By this time the school had its own local management board and there were 23 students.

Recognising a need to further expand the vision of Christian education within the Cessnock region, approaches were made to St Philip’s Christian College in Newcastle to manage the school. St Philip’s Christian College was well known as a leading provider of quality Christian schooling within the wider Hunter region. In October 2004 the school became known as St Philip’s Christian College Cessnock. There were 27 students.

In 2013, St Philip’s Christian College Cessnock moved to its new 42 hectare site on Wine Country Drive, Nulkaba as part of a wider vision to enrich the community. In 2016 the College now has 970 students. This vision involves developing 21st century education practices, developing a range of strategies to meet the needs of children, establishing and sharing community facilities as well as setting new benchmarks in developing a sustainable school. This vision is set clearly within the context of faith, hope and love.

St Philip’s Christian College Cessnock Campus is currently one of five separate schools operating under the governance of the St Philip’s Education Foundation Ltd. The other schools are SPCC Newcastle (1100 students K-12), SPCC Port Stephens (750 students K-12),
SPCC Gosford (550 Students K-12), the DALE School including the Young Mother’s Program and the Narnia Christian Preschools. The current Executive Principal for all of SPCC is Mr Graeme Irwin.

The College is a member of the NSW Association of Independent Schools and numerous links have been forged with other independent schools locally and further including the Hunter Region Independent Schools. (HRIS).

STATEMENTS OF PURPOSE

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 connected 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 - we want to honour Christ in all things.
2. Serve One Another - we want to appreciate the unique God-given potential of each person.
3. Strive for Excellence - we want to aim to do our very best all the time.
4. Do what is right - we want to always behave in a Christian manner.
5. Build Community - we want everyone to feel they belong.

COLLEGE MOTTO - "The Way, the Truth and the Life"
The Principal at St Philip’s Christian School Cessnock is Mr Darren Cox and the Deputy Principal is Mr Martin Telfer. There are currently 113 members of staff at St Philip’s Christian College Cessnock with 78 being teachers. The College currently has 970 students Prep to Year 12. Junior School (Prep to Year 4) has 332 students and there are three streams K-4. Middle School (Year 5 to Year 8) has 361 students and there are three streams for 5-6 and 4 streams in Year 7 and 8. Middle School (Year 9 to Year 12) has 223 students and there are three streams for Year 9, four streams for Year 10, three streams for Year 11 and three streams for Year 12. It is intended that these years will grow to be all four streamed. The College also offers our Stage 6 students a wide range of vocational courses utilising our state of the art Trade Training Centre.

As our motto suggests, the Middle School aims to prepare our young people for or the whole of their lives. To this end, our Middle School strives to be a positive learning community, where student achievement is recognised and celebrated. All of our staff and students are encouraged to pursue excellence, to have the courage to take on new challenges and to build resilience. Our teaching staff are passionate about education and seek to constantly grow in their teaching practice.

**POSITION DESCRIPTION FOR HEAD OF MIDDLE SCHOOL**

**Rationale**

This position sets aside someone to assist the Principal to operate the College, with specific reference to the Christian ethos of St Philip’s Christian College, and the operations of the Middle School at Cessnock. The context of the position is embodied in the Mission, Vision and Value statements of St Phillip’s Christian College.

**General Position Description**

The Head of the Middle School will assist the Principal in leading the vision of the school. This will involve the strategic planning of Middle School and being responsible for the management of Middle School staff and students. The Head of Middle School is directly accountable to the Principal for pastoral care, educational administration operations and for curriculum operations.

**General Areas of Responsibility**

1. To develop, promote and maintain the ethos of the College and provide Christian leadership;
2. Responsible for the day to day organisation of the Middle School. In particular, teaching and learning, appointment of staff, student leadership, management and discipline.
3. Develops relations with the Middle School community.
4. Prepares and monitors the Middle School budget.
5. Implements and communicates Middle School policies.
6. You will be an active member of the Executive Leadership Team of the College;
7. Involvement and leadership in other aspects of the wider life of the College.
# SELECTION CRITERIA

**Criteria 1  ** *Strength and Depth of Christian Commitment*

**Descriptor**  A mature Christian person who can show evidence of a genuine faith experience. This will include an understanding of Christian leadership, personal devotional habits, good Biblical knowledge and involvement in a local Christian Church. Show evidence of a proven depth of understanding in relation to faith and content/subject issues as well as an understanding of the spiritual needs of students and parents.

**Criteria 2  ** *Appropriate Qualifications and Relevant Experience*

**Descriptor**  A person with good qualifications in Secondary and/or Middle School Education and School Administration. Other qualifications or areas of expertise that would enhance the position: Teaching experience and/or familiarity with Australian Curriculum, substantial experience within a Christian School, administrative and leadership experience. Other relevant experience e.g. ministry, curriculum development etc.

**Criteria 3  ** *Administrative Competence*

**Descriptor**  Has well developed organisational and administrative skills and the ability to manage resources. Is responsible to and supportive of the needs of teachers. Is aware of what is going on in the classrooms. Enables the sharing of duties and resources to occur in the most efficient manner. Has a flexible administrative style. Evidence of excellent data analysis skills and IT skills.

**Criteria 4  ** *Social and Inter-personal Relationship Skills*

**Descriptor**  Has the personal qualities of sensitivity, enthusiasm and confidence in educational settings. The ability to communicate effectively with students, teachers, parents and the community. The ability to support, encourage, build and maintain staff morale. Success in resolving conflict. The ability to consult, negotiate and liaise effectively with groups and bodies inside and outside of the school. Evidence of understanding the special needs of Middle School students.

**Criteria 5  ** *Educational Expertise*

**Descriptor**  Has proven skills in being a Master of Teaching and Learning and so is able to model and inspire best classroom practice (i.e. being able to demonstrate and model best classroom practice to other staff). This includes being an innovator in pedagogy. An in-depth knowledge of each Key Learning Area and the most effective pedagogical approach to each. Curriculum development experience and expertise. Ability to supervise and evaluate teaching programs and practice. Must be willing to be observed teaching (preferably in current teaching setting) and to come before a Student Panel.

**Criteria 6  ** *Leadership Ability*

**Descriptor**  The capacity to initiate improvement. Has the presence and skill to be able to focus the attention of others on matters of greatest importance. Has the capacity to build a unique school culture characterised by a distinctively Christian approach and the pursuit of excellence.
APPLICATIONS

Applicants for the position of Head of Middle School should read the attached Staff Code of Conduct and if in agreement, then submit an application that includes:

- Their full name and relevant personal information
- Their academic and professional qualifications in detail
- An outline of their career and the positions they have previously held, especially as they relate to the responsibilities of this position and selection criteria
- Their church membership and involvement
- Their cultural and sporting activities and other interests
- A brief statement of educational philosophy including the applicant’s vision for Christian education as it might apply to the College
- A recent photograph
- A statement of health
- Names, addresses and telephone numbers of at least two referees from whom confidential information may be obtained
- Applications close on 27/11/2017.

Applications (marked **Personal - Confidential**) should be forwarded to:

Mr Darren Cox  
The Principal  
St. Philip's Christian College, Cessnock  
10 Lomas Lane  
NULKABA NSW 2325

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

Mr Darren Cox  
Principal  
Ph: (02) 4007 5000  
Email: Darren.cox@spcc.nsw.edu.au