

HEAD OF SECONDARY

EMPLOYMENT PACKAGE
JULY 2022



dubbocs.edu.au

WELCOME

Dubbo Christian School is a non–denominational, co–educational Christian day school established in 1983. It was set up by a group of parents from various churches who desired Christian education for their children. It started with 44 students and has steadily grown to its current size of about 590 students from Kindergarten to Year 12. Dubbo Christian School is a Child Safe School.

Dubbo Christian School’s mission is to provide authentic, responsive and high–quality education that is Bible based and Christ–centred to prepare, equip and transform lives. Our school motto is “Learning in Truth” which emphasises that all learning is subject to the Lordship of Christ.

All that we do must be done in the context of the truth contained in God’s Word and teachers are encouraged and challenged to contend with this notion and work towards truly faithful, Biblical programs and lessons. This is implemented by the “Transformation by Design” and [“DCS Teaching and Learning”](#) Framework.

The successful applicant will be required to work with the teaching and learning team to implement these frameworks in the secondary school.

Dubbo Christian School is a Christian Education National (CEN) school. This means it is committed to a parent–controlled governance model and the values of strong partnerships in the delivery of a transforming and Biblically authentic approach to education.

The heart of Dubbo Christian School is found in partnership that is built on strong relationships between all the stakeholders in our community – the staff, the students, our parents, churches and the wider community. We aim to be an authentic learning community engaged in developing and nurturing students so that they are able to identify and develop their God given potential in all facets of their life.

Dubbo Christian School is seeking a Head of Secondary to lead our high school staff and students, building on the culture and academic emphasis.

**“STUDENTS ARE
NURTURED AND
CHALLENGED
THROUGHOUT
THEIR SCHOOLING
TO PREPARE THEM
TO CONFIDENTLY
TAKE THEIR PLACE
IN THE WORLD”.**





Dubbo Christian School is governed by an overarching company, Berakah Christian Education Ltd. (BCE). BCE operates Dubbo Christian School, Wellington Christian School (WCS) and Dubbo Christian Preschool (DCP). The BCE vision is "In partnership, to equip students with a distinctive and responsive education, to be transformational with a heart for Christ".

The successful applicant will work in this context, successfully liaising and working with the heads of WCS and DCP in a variety of ways to further the goals of BCE.



OUR VISION

In partnership, to equip students with a distinctive and responsive education, to be transformational with a heart for Christ.



OUR MISSION

To provide authentic, responsive and high-quality education that is Bible based and Christ-centred to prepare, equip and transform lives.



ABOUT DUBBO

Dubbo is a flourishing regional city set in the heart of the Central West of New South Wales. Serving as a hub for major road and rail transport across New South Wales, Dubbo's population currently sits at over 55,000, and services a catchment of approximately 120,000 people in surrounding areas. The city's combination of beautiful rural landscapes, open spaces and urban amenities attracts both individuals and families to this region.

Dubbo's Real Estate market is both varied and affordable, making it an ideal location for people wanting to leave the expense and commute times of larger cities. With good sporting, entertainment and recreational centres, Dubbo offers much toward a busy and active lifestyle for the whole family.

Dubbo provides excellent opportunities in education with over 20 private and public schools, TAFE, and the Orana Education Centre and is also home to one of the four main campuses of Charles Sturt University. The Dubbo Base Hospital is also a teaching hospital and is affiliated with the University of Sydney.

Situated on the Macquarie River, Dubbo's region is home to many unique attractions, such as the Taronga Western Plains Zoo, Dundullimal Homestead, the Wellington Caves, and many more. Dubbo's Regional Airport connects with Sydney, Newcastle, Brisbane, Melbourne, and other regional airports, giving residents direct access to both city and country destinations.

The climate in Dubbo is classed as a warm temperate climate zone. Summers are warm to hot, and winters are cool to cold. The town's location allows a large temperature variation during the year, with high summer temperatures, sometimes peaking above 40 °C, and colder subzero temperatures in winter.



22,957

LOCAL JOBS



\$480,000

MEDIAN DUBBO HOUSE PRICE



150+

AREAS FOR RECREATION

DUBBO CHRISTIAN SCHOOL SECONDARY

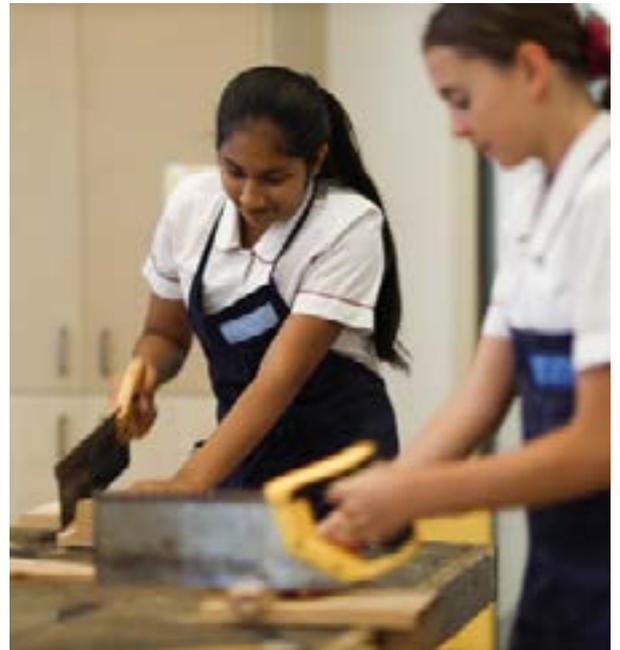
Dubbo Christian School Secondary currently has approximately 320 students in Years 7–12. They are a lovely group of young people who tell us anecdotally and through annual surveys that they enjoy being at school, they feel safe, and that they belong and know and appreciate that their teachers have high expectations of them.

It is anticipated that 7–12 enrolments will continue to grow as a result of the growth of Dubbo as a city as well as the provision of expanded facilities. The new Head of Secondary will arrive at a critical time in the implementation of a building masterplan that will see the construction of new facilities/refurbishment of existing facilities for the senior school in the next few years as a result of this expected growth.

The current executive structure includes a Head of Secondary who works with an executive team of KLA leaders, Learning Support Coordinator and Director of Teaching and Learning Enhancement.

The Head of Secondary is a member of the Strategic Leadership Team (SLT) and is responsible to the Principal for staff management, pastoral care and the academic performance of the Secondary School. They will also drive the vision and strategic alignment of the Secondary School to that of the whole school vision and that of BCE.

The position includes an approximately 0.4 FTE teaching load. This is negotiable for the successful candidate.



SUCCESSFUL APPLICANT REQUIREMENTS

- have appropriate tertiary qualifications as a teacher, including NSW teacher accreditation (or capacity to obtain this)
- have a current valid Working with Children Check (or equivalent in their current jurisdiction)
- have familiarity with the NSW & Australian curriculum (or the demonstrated capacity to develop this)
- have some degree of experience in Secondary School leadership
- be an active and passionate Christian, able to accept and live out the [BCE Statement of Faith](#)
- be able to develop, promote and protect a Christian ethos and culture of the school through team oriented, collaborative Christian leadership as outlined in the schools [Educational Charter](#).
- demonstrate an understanding and appreciation of staff, curriculum and student welfare issues particularly in Year 7 to Year 12
- demonstrate a passion for and skill in teaching, including a commitment to the [DCS Teaching & Learning Plan](#)
- be an effective team member, able to both accept and provide direction and support
- demonstrate the ability to implement and sustain change
- possess high level communication, analytical, strategic planning, administration and problem-solving skills



POSITION DESCRIPTION

POSITION TITLE	Head of Secondary
DEPARTMENT	Secondary
REPORTS TO	Principal

PRIMARY PURPOSE

The Head of Secondary is responsible to the Principal for providing student management, curriculum, administrative and pastoral oversight and leadership to the School for Years 7–12. He/she is to be an effective educator who models an understanding and strong commitment to Christian Education. A passion for educating and nurturing students in a rural setting is fundamental to this role.

ESSENTIAL CRITERIA

- Relevant tertiary qualifications for the position and NESAs teacher accreditation
- Open affirmation and practice of the Christian faith
- Demonstrated Christian approach when dealing with others
- Demonstrated team oriented, collegial and collaborative Christian leadership
- Implementation and monitoring of a christ-centred and Bible based curriculum which enables students to learn a Christian perspective of the world
- Knowledge of current syllabus documents and proven ability to develop contemporary teaching and learning programs
- Demonstrated ability in using technology in the learning process
- An understanding of and commitment to student wellbeing
- Commitment to the school's child safe standards.

DESIRABLE CRITERIA

- First aid qualification
- Understanding of Explicit Direct Instruction, with particular regard to literacy and numeracy, and the Transformation by Design framework.

PERSONAL ATTRIBUTES

- A committed Christian and an active member of a church
- Commitment to the school's vision, mission and Christian perspective
- Demonstrated ability to contribute to the co-curricular life of the school
- Well-developed written, oral and organisational skills
- An ability to work effectively as a team member
- A commitment to ongoing personal professional development and best practice
- Ability to be discreet and maintain confidentiality.

KEY RESPONSIBILITIES

In all matters concerning his/her appointment, the Head of Secondary will be responsible to the Principal or deputised person to act on behalf of the Principal. For practical purposes these functions will be delegated to the Deputy Principal on a day to day basis.

HEAD OF SECONDARY DUTIES

The Head of Secondary is required to undertake all responsibilities of a classroom teacher. In addition, he/she will also:

- Develop, implement and monitor curriculum and teaching programs using nesa syllabuses and the Transformation by Design framework
- Manage behaviour management/student welfare, investigations, parent meetings/ phone calls, teacher and student support
- Manage the academic calendar, examinations, macro-communications and reporting process in 7-12
- Coordinate the school's academic celebration
- Coordinate orientation programs and parent information sessions as required
- Is responsible for the preparation and administration of Year 9 and 11 elective choices in conjunction with the timetable team.
- Manage excursion, risk assessment and notes home procedures
- Oversee accident, injury and near miss compliance follow-up
- Offer professional leadership to all staff and work collegially as an active team member with the executive and strategic leadership team
- Undertake short, medium and long term planning relating to areas specified in the position description

- Be responsible for the composition of classes, in conjunction with senior secondary staff, for 7–12
- Liaise with the Head of Primary regarding the class composition for Year 7
- Oversee the coordination and smooth running of 7–12 carnivals
- Other duties as required.

1. STUDENTS

- Provide leadership to and ensure the academic, behavioural and curriculum standards of 7–12 are maintained.
- Allocate new students in 7–12 to classes, in consultation with the registrar and timetable staff
- Ensure the effective management and monitoring of students placed on orange or red level
- Ensure any bullying incidents are dealt with effectively and in a timely manner according to the anti-bullying policy
- Ensure high standards of documentation on matters relating to individual students and student management generally, and that all student records relating to discipline are accurately maintained
- Administer illness and misadventure forms for students sitting internal and external examinations.
- Report to the Principal in cases where suspension or expulsion are recommended
- Ensure effective, caring pastoral care is provided to students, including mandatory child protection responsibilities.

2. STAFF

- Oversee/delegate the induction, appraisal and professional development of teaching staff
- Advise staff professionally and oversee the application of the behaviour management system from a staff perspective
- Monitor the tone of 7–12 classrooms and take action as required
- Delegate tasks to secondary management team to ensure their professional skills are developed and utilised.

3. PARENTS

- Manage parent concerns and issues, including the resolution of grievances or complaints and provides or make links to pastoral care and support to parents where appropriate
- Be proactive in organising meetings with parents, individual students or other resources in order to pre-empt pastoral care and /or discipline issues
- Liaise with parents to ensure that sick/ absent students work programs are in place.

ADMINISTRATION / DUTIES

Some duties will need to be performed at times other than during the school day or when students are in attendance, including on weekends. Duties may be varied by the school from time to time in accordance with the school's operational requirements.

HOURS OF DUTY

Specific weekly hours and leave entitlements are in keeping with similar positions in other institutions and will be documented in the Letter of Offer.

'Whatever you do, work at it with all your heart as working for the Lord, not men'
Col 3:23



APPLICATION PROCESS

Applications for the position of Head of Secondary at Dubbo Christian School should be made through the submission of an [Application Form \(Teacher\)](#) (found on the DCS website under [Employment](#)). In addition to the Application Form's required attachments, applicants are also to provide a statement of educational philosophy and approach to leadership (300 words max.) with their submission.

Applications should be emailed to: hr@dubboocs.edu.au



SELECTION TIMELINE

Applications close on **Monday 27 August 2022**.



A shortlist will be prepared and shortlisted candidates will be notified before **31 August 2022**.

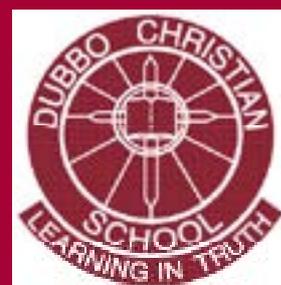


It is expected that interviews will take place sometime in mid – September (5-8 September 2022).



It is intended that the successful applicant commence employment in January 2023, however an earlier start in Term 4 2022 could be accommodated.





Further information can be obtained by contacting the Principal, Warren Melville, on (02) 6882 0044 or by email at principal@dubbocs.edu.au.

School visits are welcomed.

dubbocs.edu.au