



Covenant College

Operated by: Geelong Christian Education Association

VICE PRINCIPAL JOB DESCRIPTION

INTRODUCTION

Covenant College is a co-educational, Kindergarten to Year 12 Christian school operating in Bell Post Hill, Geelong. It is expected that staff will work and act in accordance with the principles and beliefs set out in the College Biblical Basis Statement. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the College.

ABOUT COVENANT

VISION

Covenant College strives to be a vibrant Christ-Centred community where parents and staff serve in partnership to nurture in each child a passion for learning and an uncompromising desire to live according to God's word.

Covenant College seeks to be a leading provider in Christian Education and aims to see the following achieved:

- An integration of Christian faith and character in all student learning;
- Excellence in Christian education from a Christian Biblical worldview;
- A Christian education community where every person is valued and nurtured in their faith and healthy relationships are promoted;
- A culture where the protection of children is embedded and fostered by the whole school community;
- Enhanced partnerships between parents, students and staff, strengthening the teaching and learning process;
- The provision of high quality facilities and resources;
- The effective stewardship of assets, both human and physical;
- Students equipped for service and citizenship as an expression of their Christian faith;
- Students achieving personal excellence in academic, social, physical, cultural and spiritual outcomes;
- A culture of continued improvement, professional development and pastoral support among staff and the school community;
- Effective communication with parents and the wider community.

POSITION PURPOSE

The position of Vice Principal is a senior leadership position within the College, and is a member of the Executive Leadership Team. The Vice Principal supports the Principal in providing both strategic and day-to-day leadership of the school. As Vice Principal, you will be an exemplary Christian educator, with excellence in teaching and will model Godly leadership to the school community.

TYPICAL DUTIES / KEY RESPONSIBILITIES

Christian Ethos / Perspective

- Reflect the example of Jesus Christ to students and the wider College community and undertake your tasks in a way that honours Him
- Be willing to share the Gospel and your personal testimony with the college community

- Participate in the devotional life of the college, including attending and contributing to staff devotions as required
- Lead prayer for your team, students or any members of the college community as needed

At the direction of the Principal:

- Work closely with and support the Principal in leading the College to be an outstanding provider of Christian Education
- Deputise for the Principal when required
- Assist in the implementation and review of the College's strategic plan
- Contribute to discussions and decisions at Leadership Team meetings
- Assist and support the Principal in the day-to-day running of Covenant College within the policies and broad direction set by the Board of the Association
- Manage the Daily Organising tasks for teaching staff
- Develop, implement and maintain the school timetable
- Review and develop educational-related policies and their dissemination
- As a member of the Leadership Team contribute to the development and maintenance of College policies
- Review and evaluate various programs throughout the College
- Attend College functions in a supervisory and/or public relations capacity
- Ensure professional support, care, development and well-being of staff is provided
- Support and work with the Heads of Schools, to deliver effective teaching and learning programs within the College
- Support and work with the Curriculum and Education Support Coordinators
- Support teachers in their implementation of class programs
- Mentor/assist new teaching staff
- Assist in conducting staff appraisals
- Foster positive and encouraging staff relations within the school, encouraging all members to work as a team
- Assist in Teaching staff selection and recruitment
- Attend Board meetings as required
- Foster positive partnerships with parents/guardians in the College community
- Conduct enrolment interviews and tours of the College
- Maintain a positive presence around the school to ensure high standards of behaviour and site-usage are upheld
- Assist in matters relating to student welfare and support
- Serve as a Child Protection Officer, being actively involved in the College Child Safety Team
- Ensure all Child Protection matters are handled according to current legislative requirements and in line with College policy and procedures
- Teaching as required
- Assist with budget preparation and control
- Any other duties as directed by the Principal

KEY REQUIREMENTS:

- Adherence to College policies and procedures
- Adherence to the College Leadership Mandate Policy
- Completion of Child Protection, Privacy and Mandatory Reporting training
- Current VIT Registration

ACCOUNTABLE TO:

The Vice Principal is directly responsible to the Principal for all operational and administrative responsibilities. In the case of teaching allocation, the Vice Principal is responsible to the appropriate Head of School, and then the Principal

ESSENTIAL ATTRIBUTES FOR A LEADERSHIP POSITION AT COVENANT COLLEGE:

As a Covenant College staff member in a Leadership position, it is expected you:

- Are a committed Christian/practising member of an evangelical/reformed church
 - Display a firm commitment to a Christian Worldview and the outworking of that within the College setting
 - Possess excellent teaching skills
 - Model a lifestyle that reflects Christian practice and beliefs in your everyday work
 - Understand, model, uphold and support the ethos of the College and its Core Values
 - Possess outstanding written, oral communication and organisational skills
 - Possess highly developed interpersonal skills
 - Have the ability to synthesise information from a variety of sources, and turn it into a dynamic report
 - Are willing to be a productive member of our team and to work collegially with the other members of the community
 - Have well-developed ICT skills
 - Demonstrate the ability to work collaboratively
 - Be professional in presentation and attitude
 - Have a demonstrated ability to work collaboratively
 - Have a working knowledge of data base and web technologies
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OH&S

All Covenant College employees are responsible for:

- Participating in relevant health and safety training based on roles and responsibilities (Contractors to provide evidence of prior relevant training).
 - Participating in the development and implementation of specific OHS risk management strategies as appropriate.
 - Understanding and complying with all OHS legislation and regulations relevant to their activities at the school or workplace.
 - Taking reasonable care for the health, safety and wellbeing of themselves and others who may be affected by their actions.
 - Cooperating with any directions and procedures required to ensure their own health, safety and wellbeing as well as the health, safety and wellbeing of others.
 - Reporting all injuries, illness or 'near misses' to the Workplace Manager through the CompliSpace Incident Reporting platform.
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CHILD SAFETY

The College has a zero tolerance of child abuse.

This position is responsible for taking all practical measures to ensuring that Covenant College's Child Protection Program is implemented and upheld. This position contributes to a strong child protection culture within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

For more information, please refer to the Covenant College website.

NOTE: *It should be noted that, while detailed, this job description is not exhaustive and the Principal may at their discretion vary the responsibilities of according to the operational requirements of the College.*

KEY SELECTION CRITERIA (In addition to the 'Essential Attributes for a Leadership position')

- Demonstrated understanding of, commitment to and passion for Christian Education, which is reflected in the College's Vision Statement, Values, and Biblical Basis and Education Mandate.
 - Demonstrated capacity to create a shared vision of Christian Education, define and gain acceptance of school goals and set and communicate expectations for effective performance.
 - Demonstrated ability to manage the quality of teaching and create a positive communal culture of challenge, support and collaboration.
 - Demonstrated leadership skills in change management with an ability to lead and manage teams and inspire all staff in the operational areas of the College.
 - Demonstrated experience in leading the many facets of daily school life and the ability to deliver key strategic projects across the College.
 - Demonstrated capacity to create and foster a professional learning community that is focused on the continuous improvement of teaching and learning, supporting all staff to achieve high standards and commitment to their own learning and well-being.
 - Demonstrated capacity to develop positive relationships with colleagues, students, and parents/families, demonstrating high level interpersonal skills in communication, liaison and negotiation.
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REMUNERATION / EMPLOYMENT TYPE

This role is appointed on a three (3) year contract. Remuneration is negotiated dependent upon the successful candidates experience and qualifications.

HOW TO APPLY:

Enquiries can be made via The Principal, Mrs Sue Cox by phoning the College office on 03 5278 5122

Applications are to be submitted to The Principal, Mrs Sue Cox: scox@covenant.vic.edu.au and should include:

1. Covenant College Employment Application – Teaching Staff form (found on our website)
2. Cover Letter (including responses to the Key Selection Criteria)
3. Curriculum Vitae

Applications close 9am Monday, 3rd October 2022.