



Northside
Christian College

Principal Employment Package



Welcome and Introduction

The following information has been compiled to support you to develop an understanding of the Northside Christian College community. We encourage you to visit our website (www.ncc.vic.edu.au) should you require further information about the College.

History

Northside Christian College was started in 1979 by Northside Christian Centre (now Encompass Church) in response to a group of parents desiring a Christian education for their children. Through sacrificial Church investment and parent collaboration, this was realised when Northside Christian College was established in 1979 with a curriculum taught from a Biblical worldview.

For over 40 years the College has sought to provide high quality Christian Education and a caring, encouraging learning community to families of Melbourne's northern suburbs.

Whilst we look back with gratitude to God for His faithfulness to us over this time, our vision is for the future, as we build on the good foundation that has been laid in the past. We continually develop our facilities and resources to give children a rich range of learning experiences, and to make our College a place in which lives are transformed through Christ and the wonder of learning.

Mission Statement

Transforming lives through Christ and the wonder of learning.

Vision Statement

Our mission, "Transforming lives through Christ and the wonder of learning", sums up our commitment to making a difference in this world. Through the design and structuring of our learning programs and modern learning environments, we are well equipped to nurture and develop the unique talent, gifting, and interests of students.

As a Christian learning community, we have over forty years of tradition educating our students to live out the timeless values of perseverance, humility and integrity; preparing them for meaningful and purposeful engagement in every area of their lives. The Bible informs our curriculum, our relationships and our practices. All of our staff are practicing Christians, applying their faith to their teaching and other work.



Our Philosophy

Northside Christian College provides students with Primary and Secondary educational opportunities based on Christian values, designed to develop students' knowledge, skills, understanding and character.

We believe every student is made uniquely in the image of God. Therefore, the individual needs of each student are our greatest concern. Within a Christian context at Northside Christian College, we aim to nurture the growth and development of the whole person – intellectually, physically, emotionally, spiritually and socially. We believe that this growth should be firmly based on the student's growing personal relationship with God and other people.

The development of students at Northside Christian College takes place in community. Our College is built on shared foundations of Biblical faith, values and beliefs and a commitment to mutual care and respect. We see our role as forming partnerships with parents and carers to educate their children.

We believe that in order to develop students to their full potential the College must ensure that all aspects of the child's health and wellbeing are supported. We believe students should be nurtured in a supportive environment that has clear boundaries within mutual respect and a healthy working relationship between parents and carers, teachers and students. Respect involves treating other people as you would like to be treated yourself. The College implements a discipline program which aims for the restoration of relationships. We are committed to embedding a culture of child safety. We have a zero tolerance of child abuse in our school.

Northside Christian College aims to offer an education that encourages both academic learning and the development of Godly values and wisdom. These values help to form the foundations for life and are vitally important to the development of each student. The presentation of these values in the curriculum and their demonstration in the lives of our staff serve to reinforce what is taught at home and in the family church.

We encourage students to be active participants in their educational journey. The College is committed to supporting each student in a collaborative and differentiated approach in order to meet their learning needs.



Objectives

Northside Christian College aims to:

- Provide an education of a high academic standard that is based on an acceptance of the Lordship of Christ, and an acceptance of the Bible as the revealed and inspired word of God;
- Cater for the individuality of the learner and their gifting in God and stress the function of the learner as a member of the Body of Christ and the College community;
- Train the learner in the moral and ethical standards of the Bible and assist them to acquire a Biblical world and life view and an appreciation of the rights of others to hold differing views;
- Develop the learner's creative capacity, critical thinking ability, leadership skills and ability to work interdependently with others to solve problems and serve the community;
- Foster self-discipline in the learner through goal setting, responsibility and self-motivation;
- Stress cooperation rather than competition and foster the development of the gifts, skills and abilities of the learner for the service of Jesus Christ in the Body of Christ and the community;
- Develop enhanced partnerships between parents, students, staff and the community with the intention to strengthen the teaching and learning process;
- Provide a safe and loving environment through a sense of belonging to the family of God;
- Develop a culture of continuous improvement, professional development and pastoral support among staff and the College community;
- Ensure effective stewardship of the assets and resources God has entrusted to the College;
- Effectively communicate with parents and the wider community.

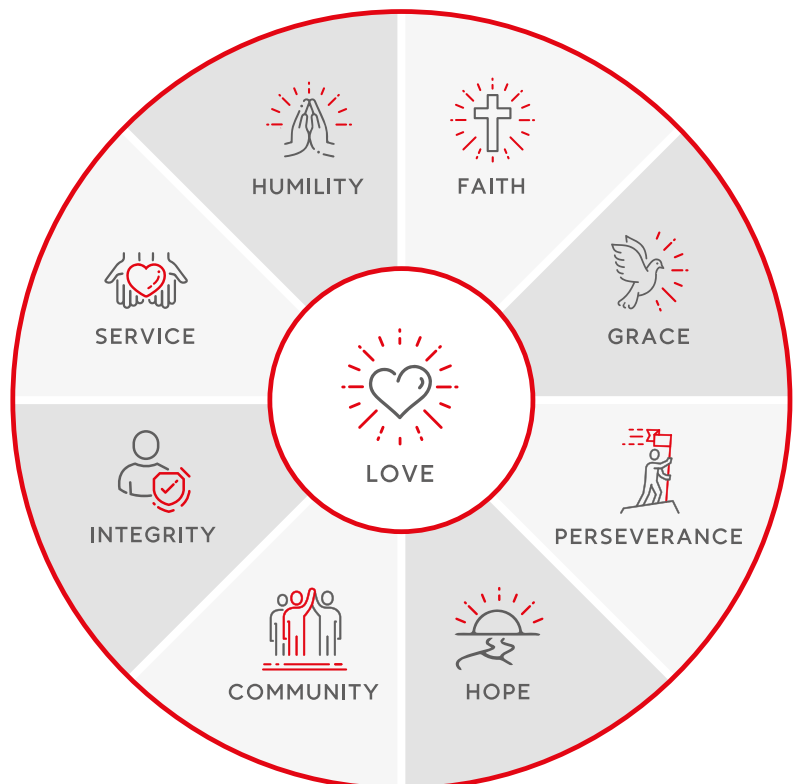
Our Core Values

In establishing the College's Core Values, God directed us to the following verse:

"Three things will last forever – faith, hope, and love – and the greatest of these is love." 1 Corinthians 13:13

The Bible reminds us of the significance of Love, Faith and Hope, which guides us as a College community. We desire to reflect God's Grace and aim to serve His kingdom; those within community are called to embrace the character qualities of Perseverance, Integrity and Humility.

Everything is influenced by the Core Values; they shape and are seen in everything that we do. We hope that the College is known by the expression of Faith, Hope and Love as demonstrated by a sense of Community, Service and Grace. When our students leave the College, we want them to be young people hallmarked by Humility, Integrity and Perseverance.





Grace

In the Bible, we learn about grace when we discover that God is willing to forgive us and bless us, despite the fact that we fall short of living righteously.

"But He said to me, "My grace is sufficient for you, for My power is made perfect in weakness." Therefore I will boast all the more gladly about my weaknesses, so that Christ's power may rest on me." 2 Corinthians 12:9



Integrity

Integrity means being honest and having strong moral principles. A person with integrity behaves honourable and does the right thing, even when no one is watching.

"Jesus answered, "I am the way and the truth and the life. No one comes to the Father except through Me."" John 14:6



Service

The Bible highlights the importance of serving others. We are reminded in the Bible about loving God and loving your neighbour as yourself.

"Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive and inheritance from the Lord as a reward. It is the Lord Christ you are serving." Colossians 3:23-24



Faith

Faith means putting your trust in God and having confidence that He will fulfill His promises.

"Now faith is the assurance of things hoped for, the conviction of things not seen." Hebrews 11:1



Humility

Humility challenges us to put our trust in the Lord and believe what God says about you over anyone else's opinion, including your own.

"Humble yourselves before the Lord, and He will lift you up" James 4:10



Hope

Hope means to trust and wait expectantly on the Lord.

"For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future." Jeremiah 29:11



Love

The Bible highlights that God is love. We learn more about love through developing our understanding of the nature of God.

"Love is patient, love is kind. It does not envy, it does not boast, it is not proud. " 1 Corinthians 13:4



Perseverance

Perseverance is a reminder to not compromise when times get tough and to continue obeying God's Word.

"And let us not grow weary of doing good, for in due season we will reap, if we do not give up." Galatians 6:9



Community

Community is the opportunity to live together sharing a common life in Christ.

"How good and pleasant it is when God's people live together in unity!" Psalm 133:1

Teaching and Learning Framework

In 2016, Northside Christian College created a unique and strategic teaching and learning framework. The framework will assist the College community in the development of future teaching and learning programs and will support in the evaluation of existing programs and initiatives at the College.

The framework provides an opportunity for teaching staff to reflect on what we teach, why we teach it and how we can teach it in a way more closely aligned with the Mission, Vision, and Philosophy of the College. The framework also provides a chance for the College to consider the knowledge, skills, work habits, and character traits we want to instil in our students and a chance to reference this with a wide range of 21st century skills.

Students will benefit from a carefully planned Christian education as staff develop curriculum and initiatives with reference to this framework. Furthermore, the framework enables all teachers, students and parents of our College to develop a very clear understanding about how we will deliver high quality teaching and learning practices at Northside Christian College.

The Teaching and Learning Framework is an important tool for our College community and closely aligns with the Vision, Mission, Philosophy, and Objectives of the College.

The documented curriculum at the College reflects a commitment to meet the requirements of State and National Curriculum frameworks, including the Australian Curriculum and the Victorian Certificate of Education study designs.

Northside Christian College is committed to delivering the Australian Curriculum for Prep – Year 10 students. The Australian Curriculum sets the expectations for what all Australian students should be taught, regardless of where they live or their background. For Prep – Year 10, it means that students now have access to the same content, and their achievement can be judged against consistent national standards. The College has monitored the release of the National Curriculum by the Australian Curriculum Assessment and Reporting Authority (ACARA). The College will continue to update curriculum across the College to ensure mandated syllabi have fulfilled the content requirements.

The Australian Curriculum includes seven General Capabilities. These General Capabilities traverse all specific disciplines and study areas and are regarded as the core skills and dispositions for 21st century students. The General Capabilities are:

- Critical and Creative Thinking
- Digital Literacy
- Ethical Understanding
- Intercultural Understanding
- Literacy
- Numeracy
- Personal and Social Capability

Northside Christian College acknowledges the Alice Springs (Mparntwe) Education Declaration (2019) and aims to promote excellence and equity and enable all students to become confident and creative individuals, successful learners, and active and informed community members.

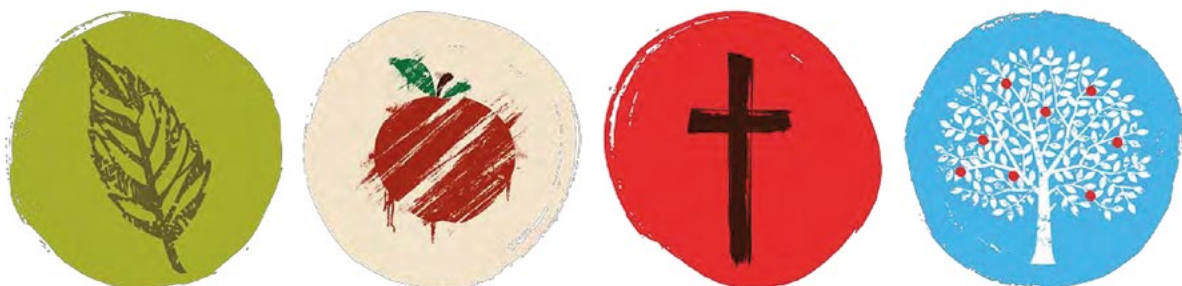
Our curriculum is deliberately planned to ensure that students gain enduring understanding. This is achieved by planning that begins with the end in mind, with a clear description of the evidence of learning, assessment, learning outcomes, and appropriate teaching and learning strategies. The Understanding By Design approach guides the development of curriculum documentation for Teaching staff at Northside Christian College. Assessment is *of learning*, *for learning*, and *as learning* and is embedded in curriculum planning.



"Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is – His good, pleasing and perfect will." Romans 12:2

God's Big Story Framework

Northside Christian College is grateful for the opportunity to be able to utilise the Christian Schools Australia (CSA) resource God's Big Story to assist in expressing our worldview in the curriculum delivered to our students. The God's Big Story framework involves the use of four lenses, which support learners in understanding the Biblical narrative of the Christian faith: Creation, Fall, Redemption, and Restoration. The use of the lenses provides staff with an opportunity to articulate how God's Big Story is illuminated in the Australian Curriculum.



Source: Benson, B., Iselin, D., Messmore, R., & Murison, C. (2017). *Locating learners in God's big story version 2.0: Illuminating education in Australian Christian schools.*
<https://www.csa.edu.au/CSA/Resources-and-Media/Resource-Library/>

Principal / CEO Position

Northside Christian College is located in a tertiary education precinct in the City of Whittlesea in Bundoora, Victoria. Northside provides engaging learning opportunities for students from Prep - Year 12 with the mission to "Transform lives through Christ and the wonder of learning." With clear and intrinsic Christian based values of faith, hope and love, coupled with a clear strategic vision for flourishing, it is an incredibly exciting time for an aspirational or proven Principal/CEO to lead the College into the future.

Reporting directly to the Committee of Management, the responsibilities of this role include:

- Lead with a heart of unity that influences the College, its key stakeholders and the wider community.
- Developing and implementing strategies designed to ensure the current and future strength of the College.
- Lead and inspire a passionate team of teaching and general staff.
- In conjunction with an exceptional Deputy Principal and Business Manager, manage the College in a sustainable way.
- Investing in building meaningful relationships with parents and carers through positive communications and continue to strengthen school community connections.
- Oversee a rigorous Christian education program that fosters empowered, thoughtful, community-minded citizens.

In order to be considered for this outstanding opportunity, you will possess the following key competencies:

- Strong academic qualifications, teaching experience, and registration with the Victorian Institute of Teaching.
- A strong Christian commitment with an ability to demonstrate active church involvement, display a proven life style firmly founded on Biblical Christian principles and demonstrate a love and reverence for God's Word as the foundation for Christian living.
- A proven track record and proficiency in educational compliance, human resource management, risk management, finance, leadership, team development, marketing, and excellence in school governance and administration.
- Be a visionary leader with a heart for and a passion to increase the influence of Christian education.
- Have a strong desire to celebrate and affirm the cultural diversity within our College community.
- Proven experience in school leadership, demonstrating an ability to lead, manage and motivate a range of stakeholders, including staff, teachers, administrative and maintenance staff, students and parents to achieve defined outcomes.
- Demonstrate a capacity to think and act innovatively while possessing a high level of 'emotional intelligence'.
- Possess advanced written and verbal communication skills.
- Commitment to child safety and supporting the College's efforts to advance a nurturing culture.

Application Process

Applicants for the position of Principal are required to submit the following:

- A completed application form available on the College website under the Employment tab.
- Curriculum Vitae providing details of qualifications, positions held and other relevant experiences.
- Names and contact details of four referees, one of whom will be your current or recent pastor or minister.
- Covering letter that states a rationale for your interest in this position and your response to the required key competencies.
- A personal statement of the educational philosophy of Christian education.
- A personal statement of faith.
- Certified copies of tertiary and teaching qualifications and academic transcripts.

Applicants are to:

- Download and complete the Teacher Application Form, from the College website: <https://www.ncc.vic.edu.au/employment>
- Generate a covering letter
- Include Curriculum Vitae and
- Other supporting documentation

Submit the completed documents by email to Pastor Raff Marcucci at: rmarcucci@encompass.org.au prior to 4:00pm on **Friday, 19th July 2024**.

Receipt of your application will be acknowledged by email.



Child Safety

All applicants must be informed about the child safety practices of Northside Christian College (including the child safety code of conduct). For additional information about the College's approach to Child Safety, including the College's Child Safe Strategy, the Child Safe Standards, and Ministerial Order No. 1359, please refer to the College's Child Safety webpage at <https://www.ncc.vic.edu.au/child-safety>

Northside Christian College is committed to child safety. We have zero-tolerance for child abuse. Our robust human resources, recruitment, and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out working with children, police records, and reference checks (as we see fit) to ensure that we are recruiting the right people. For more information about our commitment to child safety, please view Child Safety Policy, Code of Conduct and Procedures.

Pre-employment Checks

Northside Christian College is committed to protecting children and young people from harm. We require all applicants who are to work with children and young people to undergo an extensive screening process prior to appointment, a process that includes, but is not limited to,

- Comprehensive reference checks
- An identity check
- National criminal history record check

Teachers are also required to be registered with the Victorian Institute of Teaching and to uphold their Victorian Teaching Profession Code of Conduct and Codes of Conduct and Ethics.

Northside Christian College will not employ a person who is deemed a prohibited person based on the information received during the screening process.

References

We conduct a minimum of 2 reference checks for all shortlisted candidates as a means to gather additional information about suitability to work with children and the ability to fulfil the role.

Professional referees are required and must meet the following conditions -

- Professional referees (minimum of 2)
- a representative of current or most recent employer
- must have had a direct managerial relationship and be capable of commenting on tasks, abilities, and relationships with colleagues
- must be able to comment on the suitability of the applicant to work with children

Guidance about Personal referees is outlined below:

- will not be related to the applicant
- have known the applicant for at least 12 months
- must be able to vouch for the applicants reputation and character
- one personal referee will be a church pastor / contact.

The referee checks will involve direct contact with the referee. Written character references are not sufficient.

The Selection Process

Short-listing will be undertaken by members of a selection panel.

Only short-listed applicants will be interviewed. The interview will consist of a series of questions based on determining the capacity of the applicants to undertake the role description. Applicants will be given the opportunity to explain and expand on the information provided in their application.

Applicants may be required to give examples of how they would handle case scenario situations.

All applicants will be notified of the outcome of interviews. Unsuccessful applicants will be notified at the completion of the recruitment process by email.

General Employment Conditions

Payments are made directly to a bank/credit union account on a fortnightly basis.

The College is a smoke free environment. No smoking, vaping, or alcohol consumption is permitted on campus or whilst operating any vehicle.

Policies and procedures are in place for College staff including those required by workplace laws. It is important that these policies and procedures are adhered to.

The College is committed to a safe and healthy workplace and has various policy and procedure documents including an Occupational Health and Safety Policy.

All new employees undergo an induction upon commencement of employment.

Principal / CEO Position Description

Title	Principal / CEO
Date reviewed	June 2024
Reporting to	Northside Christian College Committee of Management
Liaison with	Internally with the Deputy Principal, sub-school Directors of Learning, Director of Learning and Teaching, Business Manager, staff, parents, students and the College Committee of Management (CoM). Externally with State and Federal Government education bodies, ISV, CSA, other schools (State, Catholic, kindergartens, etc.) and other relevant community bodies.
FTE	1.0
Required	<ul style="list-style-type: none">• Professional qualifications and understanding in current leadership and management practices within independent Christian schools.• Competent in areas of project management, change management, finance, human resources, marketing, community networking, risk management, and compliance / governance.• Committed Christian/practicing member of an evangelical/charismatic church.• Committed to the practice and principles of Christian education.• Dynamic, effective, passionate and innovative Christian educator.
Highly Desirable	<ul style="list-style-type: none">• Highly developed interpersonal and communication skills.• Highly developed strategic planning and management skills.• Ability to foster a strong school community, encouraging a Christ-centered environment.• Demonstrated success in leadership in a Christian School.• Experience as either an existing principal or deputy principal.• Ability to reach out to the broader community to promote the College and its Mission• Foster a high academic standard for the College community.

Mission and Vision

Northside Christian College is a supportive Christian learning community that provides rich opportunities for learning and living, preparing responsible young people for a life that serves others and honours God. Our Mission is to *'Transform lives through Christ and the wonder of learning'*.

The central role of the Principal is to inspire and empower individuals within the College learning community. The major focus is on developing, maintaining and ensuring the outworking of the College Vision: *'To be an inspirational Christian Learning community'*.

The Principal leads the learning community as a Kingdom-hearted servant-leader with a developmental Biblical focus.

The Principal's primary responsibilities are outlined below:

Leadership and Development

- To be a cultural architect, establishing God's heart in all of the College's priorities, programs and practices.
- To be an agent of change and innovation, challenging and facilitating the College's dynamic commitment to be led by the Holy Spirit in the faithful provision of high quality Christ-centred education.
- To work collaboratively with the Senior Pastor of Encompass Church.
- To work closely with the College CoM and Church Board to ensure that the College effectively fulfils its purpose as a ministry of Encompass Church.
- To inspire and empower the Executive Team and staff as they fulfil their responsibilities.
- To provide spiritual leadership for the staff, inspiring and equipping them for Kingdom mission.
- To inspire and equip the learning community, enabling teachers to teach with passion and excellence.
- To develop and implement, in conjunction with the CoM and Executive, the College's Strategic Plan.
- To develop and maintain an ongoing leadership 'pipeline' within the College for ongoing strength and career progression.
- To ensure the efficient use and provision of facilities – design, oversight of building projects.
- To promote strong links between staff, students and parents with the Church and its wider ministries.
- To be a voice for Christian Education in the wider educational community.
- To foster good relationships in the College community, Church communities and wider community – promoting the College and its Mission.
- To be committed to ongoing personal, spiritual and professional growth through the implementation of a Personal Development Plan, and annual review process.
- To develop a lifestyle of sustainable leadership.

Spiritual Development

- Oversee Staff devotions and the general pastoral care of staff.
- Oversight of student spiritual activities even though they may be delegated to teachers (e.g. devotion groups, Chapel, Assemblies, prayer groups, etc.).

Staff Development

- Supervision and performance management of staff, as determined annually.
- Deployment of staff to adequately meet teaching administration and maintenance needs within the resource constraints of the College.
- Recruitment/Employment of staff.
- Management of staff human resource and industrial relations issues.
- Oversee the work of the Business Manager and Deputy Principal (direct reports).
- Supervision of the whole College Professional Development Program.
- Be responsible and coordinate the staff appraisal process.

Curriculum Development

- Oversee the quality and Biblical direction of curriculum and its implementation.
- Lead the staff in regular professional development.
- Ensure curriculum is current and aligned with ACARA and VCAA standards.
- To further build the College's educational reputation.

Compliance

- Ensure the College's compliance with all statutory bodies such as the VRQA, etc., meeting all legislation and regulatory requirements.
- Ensure that Government requirements are acknowledged and adhered to, keeping abreast of the changes in policy and legislation.
- Oversee the completion of the Annual Educational and Financial Reports and all other relevant compliance documents and processes.
- Ensure that the College provides a safe and secure environment for staff and students.
- Oversee occupational health and safety policy and procedures.

Policy Development

- Ensure the development, implementation of policy and procedures in collaboration with the Executive Team and Committee of Management.
- Ensure all relevant policies are regularly reviewed according to prescribed cycles of development and in response to any significant events or changes to legislation or compliance.

Budget and CoM Requirements

- Oversight of whole school Educational Budget.
- Oversight of Faculty Budgets and operational costs.
- Ensure that the Fee policy is enacted with parents.
- Ensure ongoing performance reporting to the CoM including, but not limited to, staff numbers and satisfaction, student numbers, parent satisfaction, etc.
- Work with, and strengthen the organisational board structures that are currently in place between Northside Christian College and its related entities.
- Ensure that all College related CoM entities, and the parties therein, are engaged appropriately in all matters relating to College capital expenditure and finance.
- Oversee the development of a College Master Plan.
- Ensure that the College capital expenditure and loan facilities remain within the parameters set and approved by the proprietor entity in order to meet banking group covenants and safe guard the longevity of the group.
- Prepare and submit funding applications to the BGA.

Marketing

- Oversee the implementation of the College's Marketing Plan.
- Oversee the ongoing development and continuous improvement of the College website, social media and publications.
- Network with other organisations and education providers to build the brand of the College.

Administration & Student Welfare

- Oversee the work of the College's Student Wellbeing Team.
- Ensure that Child Safe Policy, procedures, protocols and practices are prioritised in compliance with Ministerial Order No. 1359.
- Ensure the maintenance of high quality cohesive, Christ focused educational programs across the various sections of the College.
- Manage serious student discipline matters in accordance with the Student Code of Conduct Policy.
- Assume the responsibility as 'Head of Agency' for mandatory reporting issues.
- Ensure the efficient deployment of staff and facilities.
- Liaise with external bodies e.g. CSA, Commonwealth and State funding and regulatory bodies, media, local council.
- Organise, chair and facilitate regular Executive Meetings.
- Determine the suitability of pre-service teachers for placement within the College.

In Christian Community Life – students, staff, parents and the community

- Ensure transparency and clarity in the flow of 'vertical' communication whether administrative or of a pastoral nature.
- Communicate with staff, students and parents in ways that promote openness and harmony.
- Attend Parents and Friends and Executive meetings or ensure a delegate attends.
- Oversee the activities of the Chaplain.
- Oversee the pastoral care of students and staff, with particular responsibility for Executive Staff members of the College.
- Develop, nurture and support the Executive team.
- Promote parent involvement in the College by creating a welcoming environment.

In striving for Excellence – teaching and learning

- Promote research based pedagogical programs that reflect best practice.
- Conduct appraisals and coordinate the personal and professional development of staff.
- Keep abreast of educational developments, current research and change.
- Oversee the enhancement of the College's co-curricular program
- Enhance teaching, classroom management and curriculum.
- As it relates to academic aspects of the College's operations, prepare management reports to the CoM as required, to indicate the progress of the College towards effectively achieving its Mission.
- Advise the CoM as to what is necessary for the College to be adequately equipped and well supplied to provide quality education.
- Initiate and implement programs and structural developments for the enhancement of learning and the development of learning skills.
- To regularly take time to reflect on the Mission, Vision, policies and practices of the College in the light of scripture, educational trends and demands of our societal context.

It should be noted that, while detailed, this job is not exhaustive and the CoM may at their discretion vary the responsibilities of the Principal as required.



Northside Christian College

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