



**Northside**  
Christian College

# Deputy 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](http://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

To be an inspirational Christian learning community.

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 40 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 1 Corinthians 13:13 "Three things will last forever— faith, hope, and love— and the greatest of these is love." We adopted the "pebble in a pond" analogy with Love, Faith and Hope pulsing from the centre into the Northside Christian College community which, in turn, reflects God's Grace and is focused on Service to His kingdom; those within community are called to embrace the character qualities of Perseverance, Integrity and Humility.

Each ripple flows into the next. 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.



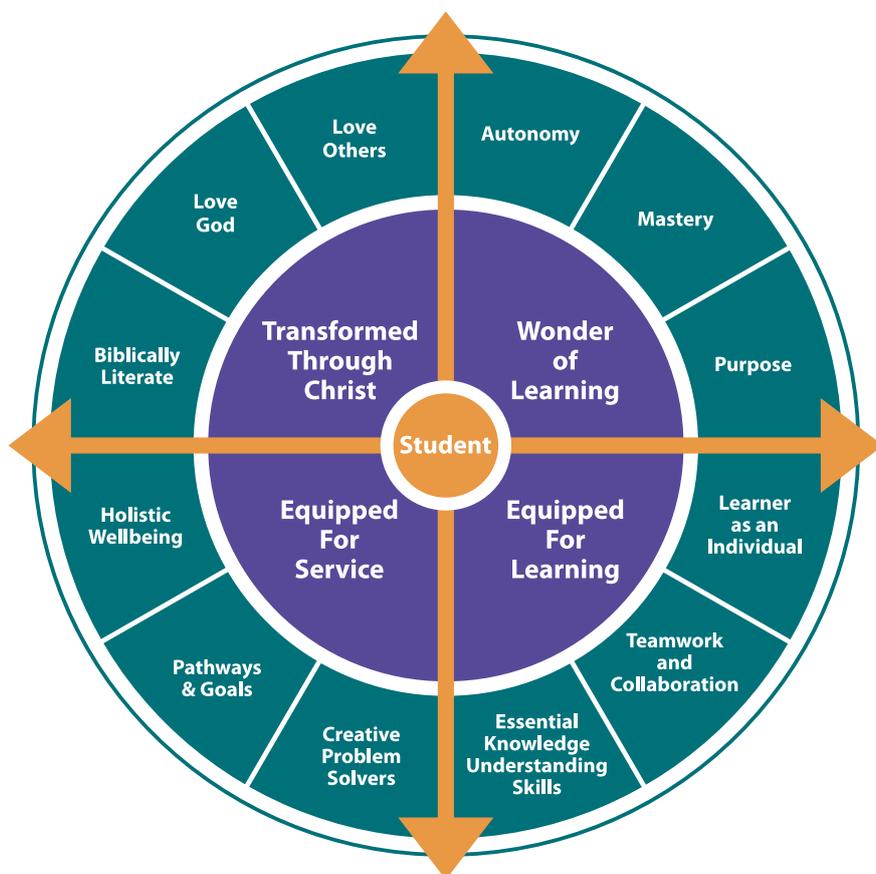
# Model for Teaching and Learning

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.



"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**

# Position Vacant

Due to Mr Michael Bond transitioning from Deputy Principal to Principal of Northside Christian College in 2022, the College is seeking to appoint a Deputy Principal commencing at the beginning of the 2023 academic year.

Northside Christian College is a growing school with big ambitions for each student. The College is set in a tertiary education precinct in the City of Whittlesea in Bundoora, Victoria. Northside provides engaging learning opportunities for students from Prep through to Year 12 with the mission to “Transform lives through Christ and the wonder of learning.” We provide an innovative learning framework within a safe and supportive Christian environment.

The College is well established with over 500 students. The College honours the faithful pioneers from Northside Christian Centre (now Encompass Church) who took hold of God’s vision and planted the College in 1979. We look to the future with hope, confident of our calling and determined in our commitment to train a skilled and Godly generation of young people to take their place in the community, living purposeful lives in God’s service.

Northside Christian College is a member of CSA (Christian Schools Australia). Staff are committed Christians and enjoy a positive and supportive environment.

## The Position

The successful applicant will have an appropriate educational qualification, leadership and management experience in Primary, Secondary, or Prep – Year 12 education. The successful applicant will have a strong vision for, and commitment to, Christian Education and the capacity to work and do community life with a diverse staff. They will build trust through integrity, communication and high competence and diligence and will have highly developed I.T. and relational skills, experience with school management systems, staffing and be a committed Christian.

The strategic components of the Deputy Principal’s role will be tailored to the capacity, experience and skills of the preferred candidate in light of the gifts and capacities of the existing members of the College Executive. A draft position description has been included in this package.

The successful applicant will teach approximately 0.2 FTE in the Primary or Secondary School.

# The Application Process

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 as one PDF file to the Principal’s Personal Assistant, Mrs Sarah Dzolev at [sdzolev@ncc.vic.edu.au](mailto:sdzolev@ncc.vic.edu.au) prior to 4:00pm on **Friday, 12th August 2022**.

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 a 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. All applicants will be notified of the selection panels' decisions within two weeks of the closing date.

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

Wages and conditions of employment will be in accordance with the relevant award and Northside Christian College Enterprise Agreement in place at the time of appointment. The College's Committee of Management will determine the salary for the Deputy Principal.

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

The College is a smoke free environment. No smoking 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.



# Deputy Principal Position Description

## Main Objectives

The Deputy Principal will support the Principal in providing both strategic and day-to-day leadership of the College from a whole-school perspective. The Deputy Principal is a member of the College Executive Team and assumes the role of Acting Principal in the absence of the Principal.

The Deputy Principal will model a Christian lifestyle, employ Christian leadership principles and be a servant leader, performing the role as a ministry to the Lord's people under the leadership of the Lord Jesus Christ and in the spirit of Colossians 3:17 "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him."

The Deputy Principal will provide trusted advice, support and thought leadership on a range of strategic and operational matters to members of the College Executive. Working closely with the Principal, the Deputy Principal leads, develops and drives the execution of initiatives aligned to achieving the strategic vision, mission, objectives and values of the College. As an inspirational leader committed to enriching educational opportunities for students, the Deputy Principal will identify, enable and facilitate continuous improvement and achievement of projects and initiatives.

## Accountability

Directly through both written and oral means to the Principal.

## Key Internal Relationships

- Principal
- Business Manager
- Director of Primary School (Prep – Year 6)
- Director of Middle School Learning (Years 7 – 9)
- Director of Senior School Learning (Years 10 – 12)
- Director of Inclusive Education
- Director of Teaching and Learning
- Home Group and Subject Teachers
- Administration Staff
- Students

## Key External Relationships

- Parents/ Guardians

## Specific Accountabilities

The Australian Institute for Teaching and School Leadership (AITSL) has incorporated three leadership requirements: vision and values; knowledge and understanding; and, personal qualities and social and interpersonal skills; to define the five key professional practices for Principals. These are:

- Leading teaching and learning
- Developing self and others
- Leading improvement, innovation and change
- Leading the management of the school
- Engaging and working with the community

The position description of the Deputy Principal reflects this framework at Northside Christian College.

## Specific Accountabilities continued...

### **Educational Leadership**

In consultation with the Principal and the Executive Team:

- Ensure that the educational program is in keeping with the College Vision, Mission, core values and objectives and meets Governmental requirements.
- Ensure the effective development, documentation, provision, delivery, evaluation and ongoing review of the College's educational programs.
- Ensure that the College's approach to teaching and learning incorporates, as appropriate, current developments and "best practice".
- Provide advice to students and parents on matters relating to the education of students and ensure that student records are kept up to date.

### **Leadership of Improvement, Innovation and Change**

In consultation with the Principal and Business Manager:

- Work with the Principal and College Executive Team in establishing, implementing and reviewing the College's strategic directions.
- Support quality change processes.
- Promote and market the school in the community.
- Use relevant data to review and renew systems within the College in response to changing needs and contexts.
- Accept responsibility for specific tasks associated with College review and improvement processes.

### **Leadership of Student Management**

In consultation with the Principal and the Executive Team:

- Monitor and manage students' academic progress, attendance, behaviour, wellbeing, and pastoral care in accordance with College policies to improve standards of excellence, ensuring that parents are effectively involved where concerns are raised.
- Building and sustaining a strong model of student leadership across the College that actively engages students in leading others, mentoring, coaching and the development of a positive culture.
- Act as a point of escalation in matters of student discipline, performance management and interpersonal conflict.
- Resolve or refer student discipline issues that cannot or have not been adequately addressed through the normal discipline structures of the College.
- Receive and follow up concerns/issues emanating from staff, parents, students and the public, which are related to discipline or pastoral care.
- Foster a positive climate in which encouragement, repentance, forgiveness and restoration are the corner stones of student welfare processes.
- Ensure that parents are effectively informed of wellbeing and discipline matters.
- Support staff in their role as a team of pastoral care givers.
- Develop and manage effective monitoring, recording and follow-up of student attendance.

## **Leadership and Management of Staff**

In consultation with the Principal

- Foster a positive and dynamic working environment by developing a team approach, ensuring open communication, transparent and effective decision making and collaborative work practices.
- As an exemplar to staff, be seen as their supporter and colleague, while maintaining strong yet sensitive leadership.
- Recognise, promote and use the skills of staff, encouraging servanthood, leadership and learning in each person.
- Assist with the overall management of the College through the involvement of the staff in cooperative decision making and corporate policy formation where appropriate.
- Arrange appropriate in-house and external professional development to meet organisational and teacher needs and manage programs to improve knowledge, skills and experience of staff.
- Assist with the selection of teaching staff and the allocation of staff to teaching and other duties, including the employment of short-term replacement teachers.
- Be involved in the induction of new staff members.

## **Risk Management**

In consultation with the Principal and Business Manager:

- Provide risk management and compliance assistance to the Executive Team.
- Assist in the review and implementation of the College's Risk Management Strategy.
- Support in maintaining a robust risk management and compliance culture at Northside.
- Provide guidance to staff in the areas of risk and compliance.
- Provide check of consistency, completeness and integrity of risk assessments and management plans.
- Liaise with the Business Manager to
  - a. maintain standards of safety and maintenance of the buildings, grounds and facilities, and
  - b. ensure that compliance requirements are implemented.
- Assist with the planning of all Emergency Drills and develop the capacity to lead the College in an emergency situation through the application of our policies and procedures in accordance with the special emergency needs.

## **Strategic Leadership and Compliance**

- Respond optimistically and strategically to the changing education sector, lead innovation collaboratively, and model a positive approach to change.
- Play an active role in the development and implementation of current strategy and objectives.
- Assist in ensuring the College meets the requirements of Ministerial Orders.
- Assist the Principal in reviewing and updating College policies.
- Contribute to the review and/or development other documents including handbooks, promotional materials, and submissions.
- Organise or deliver staff training to keep staff up-to-date on changes to policy and legislative requirements
- Raise emerging compliance issues with the Business Manager.
- Complete an annual audit of VRQA Minimum Standards.
- Ensure that legislative and regulatory requirements are met and oversee all periodic registration processes.
- Oversee the Emergency Management Plan for the College in coordination with the Principal / Business Manager / Office Manager.

## **Spiritual Leadership**

- In consultation with the Principal and Chaplain take an active and leading role in the spiritual life in the College.
- Uphold the Statement of Faith and be a Christian role model in thought, word and deed.
- Prayerfully support the Committee of Management in their oversight of the College, Northside Christian College colleagues, families and students.
- Desire to see the College as a place of excellence in Christian Education.
- Regularly attend a church.

## **Administrative Leadership**

In consultation with the Principal, and the Executive Team:

- Protect the Prep – Year 12 focus and unity of purpose by supporting all sections of the College and attributing the achievements of the College to the contributions of the whole learning community.
- Manage administrative structures and procedures to ensure efficient operation of the College on a daily basis.
- Approve all non-routine events and interruptions to the College timetable, including excursions and camps.
- Ensure all risk management procedures and practices are appropriately completed in a timely way.
- Oversee the quality of all written parent communication.
- Interact effectively with staff, students, parents and members of the wider community, maintaining highly professional standards of oral communication.
- Be a perceptive mediator, exercising fairness, wisdom and sensitivity.
- Participate in the future planning of the College, including through the provision of relevant data and information.
- Assist with the development of the College Calendar.
- Represent the College in the local and wider community on matters relating to the College.

## **Participate in and/or lead appropriate committees/meetings**

- Participate as a member of the College Executive Team.
- Attend other meetings/committees as required.

## **Planning and Budgeting**

- Participate in yearly staff planning and budgeting activities.
- Monitor budgets and staff planning throughout the year.
- Authorise expenditure within approved budgets.

## **Teaching Accountabilities**

- Please refer to the Teacher Position Description.

## **Other Duties**

- Maintain a strong presence in both the parent community and the wider education community.
- Keep the Principal informed regarding all matters of concern in relation to students and staff.
- Other responsibilities as required by the Principal from time to time.

## Expected Outcomes

- Support the effective day-to-day operation of the College.
- Support the pastoral care, child safety, and wellbeing programs.
- Generate strategic ideas for improvement, innovation and change.
- Support staff and assist with the effective management of staff performance matters across the College.
- Maintain positive relationships with all members of the College Community.
- Demonstration of the College vision and values.

## Duty of Care

- Be familiar with College policy, rules, and expectations
- Take responsibility for the pastoral needs, duty of care and standards of behaviour of students inside and outside the classroom. This includes students you do not teach.
- Giving, in so far as the teacher is able, the individual attention to which each student is entitled.
- Actively support the College's Code of Conduct and insist on acceptable standards of behaviour in students.
- Follow workplace health and safety procedures.
- Be punctual to classes, meetings and other duties.
- Supervise students whilst on grounds duty and afterschool detentions.
- Maintain records of student attendance at classes.
- Ensure early indications of concerns are communicated to parents.
- Support the College's child safety policy, procedures and compliance with Ministerial Order No. 1359.

## Staff Obligation to Child Safety

All staff at Northside Christian College take an active role, and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 Child Safe Standards. Please note that Ministerial Order No. 1359 comes into effect from the 1st July 2022, supporting the implementation of the 11 new Child Safe Standards. Northside Christian College's commitment to Child Safety is incorporated into the College's employment cycle from recruitment and reference checking, to induction, staff appraisal, and a commitment to regular Professional Learning. All staff at Northside are required to sign a statement that they have read, understood, and agree to abide by the Northside Christian College Child Safety Policy and the College's Child Safety Code of Conduct.

Northside Christian College is fully committed to the protection of children and young people during all College activities and environments both within and outside of school hours. It is expected that all staff will:

- Be aware of, understand and comply with the principles of the Child Safe Standards at all times;
- Ensure adherence to the College's Child Protection Policies, including the Child Safe Standards, and demonstration of behaviours in accordance with these;
- Complete Child Protection training prior to beginning at the College;
- Undertake regular training and professional development in Child Safety;
- Respond according to the College's policies and procedures when interacting with children, taking all allegations and concerns very seriously;
- Be committed to providing a safe environment for all children, promoting physical, emotional, and cultural safety.

Employment with Northside Christian College is subject to College policies including, but not limited to, the College's Child Safety Policy.

## Additional Information

This is a full-time position. The Deputy Principal will be required to work flexible hours. The incumbent will be required to attend meetings, functions or promotional events as part of, or in addition to, normal work hours. Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at his discretion in order to meet the strategic and operational needs of the College.



# Northside Christian College

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