



BRINDABELLA
CHRISTIAN COLLEGE

Head of Junior School

Years K-4



[Introduction to Brindabella Christian College, Canberra](#)

Vision Statement

The vision of Brindabella Christian College is to advance a community of Wisdom, Integrity, Service and Excellence in and through Christian Education.

Background

For over forty years Brindabella Christian College, formerly the O'Connor Christian School, has provided a holistic approach to education based on Christian values and beliefs.

Preparing young people in a changing world which can be volatile, uncertain, complex and ambiguous, demands that the significant adults in a young person's life lead and learn alongside them with purpose, compassion and humility. The College seeks to actively influence the lives of a greater number of young people. It believes that the most authentic way of achieving access to those students is via the offering of a high-quality, excellent education program. This is the core business of Brindabella Christian College.

The College supports Christian families, and those supportive of the Christian worldview, to raise their children in a safe and caring environment. The school aims to partner with parents in the education of their children, supported by Christian staff.

The College is a member of Christian Schools Australia, and the Association of Independent Schools, ACT.

Values

As a Christian school, we value – *Wisdom, Integrity, Service, and Excellence*

Mission

Our mission is to offer high quality Christian education where parents and staff partner together to make a difference in our students' lives, by helping them grow in wisdom, live life with integrity, be empowered to serve, and to cultivate an excellent spirit.

Immutable Tenets

An important component of the ethos of the college is a set of tenets which Brindabella Christian College holds as sacrosanct. These are central to the identity and tradition of the school and will not be compromised under any circumstance. These include:

- Christian education where God is present in the daily life and work of the College
- Upholding of traditional, conservative Biblical values
- Co-education from Early Learning to Year 12
- Service to others
- Non-selective entry
- Individual focus on each student achieving their personal best
- Strong community connection.

Operational Philosophy of the School

The core work of Brindabella Christian College is to provide to students a high-quality education through a Christian worldview, from the infant developmental stage to the completion of the secondary years.

In order to achieve this, the College is aiming to regularly review and improve academic programs respond operationally to best meet emerging needs, conduct regular staff reviews to improve targeting of professional development for staff, maintain pastoral care for students, and employ high quality staff to support the teaching and Christian philosophies of Brindabella Christian College and its future growth.

Governance

Brindabella Christian College is governed by a Board of Directors. The Directors are responsible for setting the strategic view, College policies, philosophy of the school and regulatory compliance.

Head of Junior School Position | 2025

The desire of the Board and the Principal is to appoint a Head of Junior School that reports to the Principal for the leadership, management, and flourishing of the Junior School, consistent with the College's strategic plan, vision, values, mission and tenets.

Faith Basis of Employment

Appointment to this position is conditional upon you having and retaining during the term of the appointment a firm personal belief consistent with the Statement of Faith attached to your letter of offer from the College. This is inclusive of an active commitment to and involvement with a Christian Church holding a doctrinal position consistent with the Statement of Faith, this being an essential condition and inherent requirement of your appointment and continuing employment.

Should you cease to have a firm personal belief consistent with the Statement of Faith or cease to maintain an active commitment to and involvement with an appropriate Christian Church you must inform the Principal and/or Board immediately. In such an event the College may terminate your employment opportunity summarily in accordance with the provisions outlined in your letter of appointment

Position – Head of Junior School

We seek an exceptional person to join our College as the Head of Junior School. The position is full-time from 2025.

Position Description

At Brindabella Christian College all staff are expected to support the strategic direction of College, its Board, staff, students and families. The Head of Junior School (Kindergarten to Year 4), with the Junior School Teaching and Learning and Student Wellbeing Coordinators, is responsible for the -day-to-day management, positive, safe, and engaging learning environment, and the learning and teaching of the School under the direction of the Principal. Underlying all activities is a commitment to the College values and a willingness to uphold and support the Principal and College leadership at all times.

The Head of Junior School will represent the Principal in his/her absence at Junior School functions and represent the views of the Principal to the students, staff, parents and the wider community.

Duties and Responsibilities:

The Head of Junior School is responsible for leading the teaching and learning in the Junior School, overseeing programs, assessment, reporting and curriculum compliance. They are also responsible for creating and maintaining a child-safe and Christian culture and learning environment.

The Head of Junior School works with the staff to foster an innovative, collaborative, student-centred learning environment.

The Head of Junior School is an active member of the Senior Leadership Team and, as such, also plays a key role in the development and implementation of various projects of a strategic nature. The Head of Junior School is expected to be a role model with respect to Christian living, leadership style, management of issues, and professional and positive behaviours, and be able to lead staff in faith-based activities, including prayer and devotions.

The Head of Junior School is required to provide:

1. Spiritual Leadership

- In consultation with the Principal and Chaplain, take an active and leading role in the spiritual life in the College.
- Uphold the College Statement of Faith and be a Christian role model in thought, word and deed.
- Promote the Vision, Mission, Values and Aims of the College and strive to make the College an exemplar of Christian Education.
- Prayerfully uphold and give loyal support to the governing body, College Executive Principal, Campus Principals, colleagues, students and families.

2. Strategic Leadership

- Work closely with the Principal and other members of the executive and senior leadership team in the development and implementation of visionary goals and strategic directions for the College.
- Work closely with the Principal and other members of the executive in all aspects of leading, developing and managing the College.
- Plan, manage and administer the School Strategic Plan, as it pertains to the Junior School
- Develop and foster external strategic partnerships

3. Educational Leadership

- Be an outstanding classroom practitioner and instructional leader
- Maintain a knowledge and understanding of current educational research, particularly pertaining to literacy, numeracy, and STEAM (Science, Technology, Engineering, Arts, and Mathematics)
- Lead teaching and learning through strategic and collaborative engagement with the teaching staff to enable all students to thrive
- Oversee and facilitate the delivery of quality teaching and learning in the Junior School in the context of the College Education Frameworks, the Australian Curriculum, and other school endorsed programs, with the Director of Teaching and Learning
- Oversee all curriculum compliance and the mandatory registration procedures, with the Director of Teaching and Learning
- Oversee all Junior School assessments and academic reporting
- Oversee and liaise with Junior School Year Coordinators or Team Leaders and teachers in matters of student progress, expectations and homework
- Oversee and liaise with appropriate staff members about any student who is experiencing academic or learning engagement difficulties, and with the relevant Teaching and Learning Coordinator, Year Coordinator/Team Leader, Learning Enrichment teacher and class teachers to oversee a program of support

4. Student Wellbeing and Discipline Leadership

- Maintain a safe and positive environment in which every child feels valued and has appropriate access to welfare support
- Actively lead and support all staff members in their pastoral care of students
- Oversee the effective management of student pastoral needs and to be responsible for the management of serious issues, including mandatory reporting, in which the wellbeing of students and/or the relationship with College families is at risk.
- Develop and lead, with the Student Wellbeing Coordinator, the whole school pastoral care program for students
- Regular contact with students, both formally and informally
- Meet regularly with College wellbeing staff and oversee case meetings regarding students at risk and inform the Principal
- Develop and facilitate programs for parent meetings, K-4
- In conjunction with the Registrar/ Enrolments organise transition days for Kindergarten, Year 4 and new students into Junior School
- Support and promote the Junior School enrolment procedures, including Introductory Days
- Ensure the effective monitoring, recording and follow-up of student attendance
- Oversee the fair enforcement of College requirements with regard to student behaviour, care of property, and correct uniform.

5. Staff Management

- Lead, manage, and mentor all Junior School staff, and manage staff performance.
- Assist the Principal as required in matters relating to the recruitment, selection and interviewing of suitable applicants
- With the Junior School Leadership team develop a program for the induction of new staff
- With the Junior School Leadership monitor staff welfare and workloads
- Undertake yearly professional review and goal setting with direct reports

6. Operational Leadership

- Oversee and administer, with the Junior School Leadership team, the day-to-day operation of the Junior School
- Organise, with the Junior School Leadership team, the Junior School timetable and the delegation of duties and responsibilities
- Oversee, with the Junior School Leadership team, the school calendar P-4 activities
- Oversee, with the Junior School Leadership team, the organisation of Junior School assemblies
- Oversee and work closely with other College personnel in relation to organising events and co-curricular activities and in scheduling participation and training and rehearsal times for students
- Develop and manage the annual Junior School budget
- Develop and manage the annual professional development budget
- Liaise with Business Manager about optimising the use of school facilities and in keeping high standards of safety and maintenance
- Oversee and maintain an ordered school environment, including cleanliness
- Plan, manage and oversee the teaching and learning spaces, facilities and resources for Junior School students and staff to ensure they are suitable, sufficient and appropriate
- Oversee, with the Principal and Director of Information Technology, the integration and provision of appropriate technology in the Junior School
- Oversee the involvement of volunteers and visitors to the College, such as parent involvement in programs

7. Community Leadership

- Communicate to all areas of the School, parents, staff and all external agencies regarding Junior School policies, procedures and events
- Ensure positive exposure of the Junior School to the community through the Newsletter and other school publications
- Deal with parental concerns, complaints and queries and follow up with staff where appropriate

Other Duties

This role description lists duties which are typical of the duties normally expected of a Head of Junior School. From time to time, the Principal may require the Head to undertake other associated duties, including teaching on an ad hoc basis.

Reporting lines

- Reports to Principal
- Direct – Junior School Teaching and Learning Coordinator, Junior School Student Wellbeing Coordinator, Junior School Year Coordinators/Team Leaders
- Indirect – Junior School teachers and support staff

Essential Criteria

- Master of Education or equivalent degree
- A current Working with Vulnerable People or Children clearance.
- A current First Aid and CPR Certificate (or willingness to obtain)
- Current registration with the ACT Teacher Quality Institute (or eligibility to obtain)

Applicants for this role should address the following key criteria within a two-page response:

1. *Christian Faith and Spiritual Leadership*

- Demonstrated commitment to Christian faith and values, with the ability to serve as a spiritual role model within the school community.
- Familiarity and resonance with Christian education and Christian faith formation (experience preferred)
- Ability to uphold and promote the College's Vision, Mission, and Statement of Faith, fostering a Christ-centered school environment.
- Proven experience in leading faith-based activities, including prayer and devotions, and providing spiritual support to students, staff, and families.

2. *Strategic Leadership and Vision*
 - Proven ability to work collaboratively with senior leadership teams to develop and implement strategic goals that align with the College's mission.
 - Strong experience in strategic planning, management, and administration, with the ability to contribute to and execute the School Strategic Plan for the Junior School.
 - Experience in building and managing external partnerships that support the school's goals and enrich student learning.
3. *Educational Leadership and Curriculum Expertise*
 - A highly skilled educator with demonstrated excellence in classroom teaching and a deep understanding of best practices in primary education, including current research in literacy, numeracy, and STEAM (Science, Technology, Engineering, Arts, and Mathematics).
 - Experience in leading curriculum development and compliance, ensuring alignment with the Australian Curriculum and school-endorsed programs.
 - Competence in managing academic assessments, reporting, and working collaboratively with staff to support students experiencing learning challenges.
4. *Student Wellbeing and Pastoral Care Leadership*
 - Strong background in creating a safe, inclusive, and positive learning environment that values each child and supports their wellbeing.
 - Experience in overseeing pastoral care programs and providing support for students with complex wellbeing needs, including mandatory reporting and risk management.
 - Proven ability to foster a culture of respect, discipline, and inclusivity in line with the College's Christian values.
5. *Staff Leadership and Development*
 - Demonstrated success in leading and managing a team, including mentoring, staff welfare monitoring, and performance management.
 - Experience in recruiting, onboarding, and professionally developing teaching staff, as well as leading performance reviews and goal-setting initiatives.
 - Ability to build a positive, collaborative, and supportive staff culture that encourages professional growth and shared commitment to student-centered learning.
 - Operational and Financial Management
 - Strong skills in managing the day-to-day operations of a school, including timetable organization, calendar planning, and event coordination.
 - Experience in managing budgets effectively, including the annual Junior School budget and professional development allocations.
 - Knowledge of facilities management and safety protocols, with the ability to ensure an orderly, clean, and well-maintained environment that meets the needs of students and staff.
6. *Community Engagement and Communication*
 - Outstanding communication skills with the ability to connect effectively with parents, staff, students, and external agencies.
 - Proven experience in handling parental concerns, inquiries, and complaints professionally and empathetically.
 - Ability to positively promote the Junior School through publications, newsletters, and community events, strengthening its role within the broader school community.

Each criterion should be addressed concisely with examples reflecting the applicant's suitability for supporting students' pastoral and spiritual wellbeing within the Christian school community

Desirable Criteria

- Background in STEAM Education
- Experience in Teaching STEAM Subjects
- Involvement in STEAM projects and Research

Faith Basis of Employment

- Demonstrated ability to ensure that the Biblical World view is integrated into the curriculum and teaching based on the infallible Word of God
- Act consistently with the Christian content within the 'Faith Basis of Employment' and the 'Lifestyle Agreement and Intention to Continue' statements within the College letter of offer and the Multi-Enterprise Agreement (all documents are available from the school's website)

Personal Skills and Attributes

1. *Inspirational Leadership*: Demonstrates a passion for Christian education and the ability to inspire staff, students, and families to achieve the College's vision and mission.
2. *Commitment to Christian Values*: Strong commitment to and personal alignment with Christian beliefs, modelling faith-based values in interactions and decision-making.
3. *Exceptional Communication Skills*: Communicates effectively with diverse audiences, including students, staff, parents, and the wider school community, with transparency and empathy.
4. *Strategic and Visionary Thinking*: Possesses the ability to think strategically, set long-term goals, and guide the primary school's development in line with the school's overall mission.
5. *Strong Interpersonal Skills*: Builds positive relationships with students, families, and colleagues, demonstrating kindness, understanding, and respect for individual needs and backgrounds.
6. *Collaborative and Team-Oriented*: Values teamwork and is able to foster a collaborative culture among teachers, support staff, and other school leaders, promoting a shared vision and collective accountability.
7. *Organisational and Time Management Skills*: Skilled at balancing multiple responsibilities, planning effectively, and ensuring smooth day-to-day operations within the primary school.
8. *Empathy and Compassion*: Shows genuine care and empathy towards students, parents, and staff, creating a nurturing environment that supports emotional, social, and spiritual growth.
9. *Commitment to Student-Centered Learning*: Dedicated to providing a holistic education that addresses each student's academic, spiritual, social, and emotional needs.
10. *Problem-Solving and Adaptability*: Flexible and resourceful, able to adapt to changing circumstances and address challenges with a calm, solutions-focused approach.
11. *Integrity and Ethical Conduct*: Upholds high ethical standards, serving as a role model of integrity, honesty, and responsibility within the school community.
12. *Vision for Holistic Education*: Committed to fostering the holistic development of students, ensuring they grow not only academically but also in their faith, character, and interpersonal skills.
13. *Mentoring and Professional Development*: Supports the professional growth of teachers and staff through mentoring, guidance, and opportunities for professional learning.
14. *Positive and Resilient Attitude*: Maintains a positive outlook, demonstrating resilience in the face of challenges, and promoting a culture of hope, perseverance, and faith.
15. *Cultural Awareness and Inclusivity*: Appreciates and respects cultural diversity, promoting an inclusive environment where all students and families feel welcomed and valued.

Terms of Appointment

The remuneration package includes an attractive annual salary commensurate with the applicant's qualifications and experience. Consideration will be given to special superannuation arrangements and salary packaging.

There will be regular performance-based appraisals on agreed criteria. The appointment is full-time and ongoing with a 6-month probationary period.

The College reserves the right to fill the position by invitation or to re-advertise the position.

Salary Range

Base: \$92,000 - \$124,000 (determined by years of teaching experience according to the current MEA)
Additional Position of Responsibility Loading: up to \$30,000.

Other documents

Please note that the following documents are available on the College website for your reference:

1. Faith Basis of Employment Statement
2. Lifestyle Agreement and Intention to Continue Statement

3. Multi Enterprise Agreement

Applications

Applicants for the advertised position at Brindabella Christian College are required to complete the teachers application form found on the [BCC website](#).

Specific Position Enquiries to:

Elliot Davis
Deputy Principal
Brindabella Christian College
Phone: +61 (2) 6190 7300

Or Email jobs@bcc.act.edu.au

Lodgment of Applications:

Applications can be lodged electronically by email to:

Email to jobs@bcc.act.edu.au

Closing Date:

Applications close on **6 December 2024**. Applications will be reviewed, and interviews will be held shortly after.

College Employment Interview Process Outline

The interview process for applicants seeking employment at the College is designed to ensure a fair, comprehensive evaluation while accommodating candidates from various locations, including interstate and overseas. The process aims to assess applicants' professional qualifications, alignment with the school's values, and suitability for the specific role.

1. Initial Application Review

- *Screening:* The hiring team reviews each application to ensure applicants meet the essential qualifications and experience for the role.
- *Shortlisting:* Candidates whose backgrounds align well with the position requirements are shortlisted and contacted regarding the next steps.

2. Preliminary Interview (Online or In-Person)

- *Format:* Shortlisted candidates are invited to a preliminary interview, typically conducted via video conference for remote applicants or in-person for local candidates.
- *Objectives:* This interview serves to assess:
 - The candidate's understanding of and alignment with the school's values and mission.
 - Key qualifications, experience, and skills relevant to the position.
 - Basic behavioral and situational responses to determine the candidate's approach to challenges they might encounter in the role.
- *Preparation:* Candidates are advised of the format and provided with general questions and topics to help them prepare.

3. Second Interview - Panel Interview

- *Format:* For interstate and overseas applicants, this interview is held online with a panel. Local candidates will need to attend in person.
- *Panel Composition:* Typically includes the Principal, Head of School, relevant department heads, and a representative from Human Resources.
- *Topics Covered:*
 - Teaching philosophy, classroom management strategies, and examples of past achievements.
 - Faith-based and ethical scenarios (for Christian schools) to evaluate the candidate's approach to integrating faith with education.
 - Specific situational questions tailored to the position.
- *Follow-up Questions:* This stage allows the panel to ask follow-up questions on the candidate's prior experience and responses given in the preliminary interview.

- *Interaction Assessment:* The panel will observe the candidate's interpersonal skills, clarity in communication, and potential cultural fit within the school community.

4. DISCRETIONARY STEP- Practical Component (Teaching Simulation or Project)

- *For Teaching Roles:* Candidates are asked to prepare and deliver a sample lesson (either recorded or live) to demonstrate their teaching style, classroom management, and engagement strategies. Overseas and interstate candidates may submit a video of the lesson or conduct it via a virtual classroom.
- *For Administrative Roles:* Candidates may be given a scenario-based project or case study to complete, which assesses their problem-solving abilities, decision-making skills, and alignment with the school's policies and mission.
- *Feedback:* The hiring team assesses the performance on various criteria and, where possible, provides feedback to the candidate.

5. Reference Checks and Verification

- *Reference Checks:* Contact the candidate's references to verify employment history, teaching or administrative skills, and overall fit for a faith-based school environment.
- *Additional Checks for Overseas Applicants:* For international applicants, additional verification (e.g., credential validation, background checks) may be required.

6. Final Interview (Optional)

- *Purpose:* For positions where a further in-depth conversation is needed, or when interviewing overseas candidates who may need to meet with additional senior staff.
- *Format:* Conducted online if the candidate is interstate or overseas.
- *Topics Covered:* Often focuses on logistics, expectations for relocation (if applicable), and clarification of any final questions from either the candidate or the school.

7. Offer and Onboarding

- *Offer Stage:* Successful candidates receive a formal offer, detailing the terms of employment, start date, and next steps.
- *Relocation Support:* If required, the school may assist with resources to support the relocation process for interstate or overseas hires.
- *Onboarding:* Once the offer is accepted, the candidate will be guided through the school's onboarding program to ensure a smooth transition into their new role.

Considerations for Overseas and Interstate Applicants:

- *Flexibility in Timing:* Time zone differences are accommodated in scheduling interviews.
- *Remote Participation:* All stages are accessible via online platforms to ensure remote applicants receive the same evaluation opportunities.
- *Relocation and Adjustment Support:* Where possible, the school may provide resources to help candidates and their families transition smoothly to their new community and role.

This interview process ensures that each candidate is evaluated thoroughly and fairly, regardless of location, while upholding the school's commitment to a supportive and professional hiring experience.