The Pacific Lutheran College community congratulates our Director of Staff, Mrs Tanya Crooks, on her appointment as Principal of Redeemer Lutheran College from January 2017.

Pacific Lutheran College now invites leading educators to apply for the position of Director of Staff.

1. CONTEXT

   Established in 2001 in a picturesque setting in Caloundra on the Sunshine Coast, Pacific Lutheran College is a leading K-12 learning community that is innovative, dynamic and progressive. Firmly underpinned by the values and traditions of excellence of Lutheran Education in Australia, students have achieved outstanding success in the academic, sporting and cultural dimensions of their lives. Enrichment programs in all three areas have enabled students to explore their potential.

   Pacific has established a strong academic culture, which promotes thinking, deep understandings and creativity based on the Harvard Teaching For Understanding program.

   When combined with unique experiences provided across the college’s excellent outdoor education, pastoral care and personal development programs, the opportunities provided through academic, sporting and cultural learning, support an enriching whole of life education. Active involvement in local and international community service projects broaden young people’s worldview and sense of efficacy.

   Our staff take advantage of flexibility in physical and virtual spaces to support an increasingly personalised approach to learning for our young people. Pacific has a seamless curriculum across Kindergarten to Year 12 with teams of teachers working across the four subgroups of the college.

   Staff are expected to learn collaboratively to contribute to a whole of school approach as they lead learning in the Foundation Years (Kindergarten – Year 2), Junior Primary Years (Years 3-5), Middle Years (Years 6-9) and the Senior Years (Years 10-12).

2. ROLE DESCRIPTION

   The Director of Staff is the key leader for staff wellbeing and staff development across the college. The Director of Staff has primary responsibility for staff appraisal, professional learning plans, performance management, policy and compliance. The Director of Staff is responsible for the day-to-day organisation of the college.

   The Director of Staff in conjunction with the Director of Students, Director of Teaching and Learning, and the Principal form the academic leadership team of Pacific Lutheran College. Together with the Head of Teaching and Learning Kindergarten to Year 5, Head of Staff and Students Prep to Year 5, Head of Middle College Staff and Students, Head of Middle College Teaching and Learning, Head of Senior College Students, College Pastor and the Business Manager form the Administration and Learning Executive (ALE). Any one of the three Directors may fulfil the role of Deputy Principal as designated by the Principal.

   As leaders of a Lutheran School all ALE members other than the Business Manager are expected to work towards or possess accreditation status within Lutheran schools. It is expected that all ALE
members foster a whole of school approach to learning consistent with the College’s Four Pillars of Learning - Learning to Be, Learning Together, Learning to Learn and Learning to Know and Do. As leaders within a Christian school, each will be expected to support and contribute to the growth of a strong Christian faith community through personal example and professional leadership. The Director of Staff is directly responsible to the Principal.

As the college continues to grow, the roles and responsibilities of the members of the leadership team may be redefined through negotiation. The role of Director of Staff involves leadership across five different vocational practices.

2.1 Strengthening Lutheran Identity
As a leader within a Christian school the Director of Staff is expected to:

2.1.1 support and contribute to the growth of a strong Christian faith community through personal example and professional leadership. This includes participation in chapels, staff devotions and retreats.

2.1.2 work in close collaboration with the College Pastor and other key staff to support the college’s worship and devotion program and the theological development of staff.

2.1.3 be supportive of the Lutheran theology of the college and be able to apply this in the undertaking of this role.

2.2 Enhancing Excellence in Teaching and Learning
As a leader in the development of staff, the Director of Staff is expected to:

2.2.1 place student learning at the centre of strategic planning for staff development to ensure that teachers have the opportunity to grow in their capacity to provide a diverse and flexible curriculum that is supported by creative, responsive approaches to teaching and learning together with an effective learning environment that aims to optimise student learning and wellbeing.

2.2.2 ensure that there is student voice in the direction, review and enhancement of student learning and wellbeing outcomes.

2.2.3 support the Director of Teaching and Learning and Director of Students to lead the pedagogical development of staff to optimise student learning and wellbeing. This includes the enhancement of the capacity to use feedforward and data in the personalisation of learning.

2.2.4 develop positive partnerships with students, parents and staff to foster an encouraging, challenging learning environment that focuses on the development of the whole person across the College’s Four Pillars of Learning.

2.2.5 as a classroom teacher model high levels of pedagogical expertise, collaboration and teamwork in the enhancement of student outcomes and actively support the wellbeing initiatives of the college.

2.2.6 review own practice regularly, obtaining feedback for review of personal strengths and development needs, and subsequently implement change in personal leadership and management approaches.

2.2.7 actively support the co-curricular program of the college.

2.3 Engage in Ongoing Improvement and Innovation
As the leader of staff development, the Director of Staff is expected to:

2.3.1 engage in ongoing learning and development and model engagement in ongoing growth in the academic, spiritual and wellbeing dimensions in line with the college’s learning objectives and priorities. Be engaged with latest research associated with staff wellbeing and adult learning as it pertains to the enhancement of student learning and wellbeing.

2.3.2 lead a culture of ongoing growth and development of staff in conjunction with the Director of Teaching and Learning and Director of Students that is aligned with the college’s goals and priorities. This would involve the leadership of evidenced based personal reflection and appraisal processes that are both formal and informal as well as the enhancement of the
coaching capacity of staff. The role involves the oversight of the college’s professional development program.

2.3.3 form partnerships and connections with outside agencies and learning communities including professional networks and universities to enhance staff development.

2.3.4 oversee pre-service teachers and support links to the University of the Sunshine Coast and other universities for the development of pre-service teachers.

2.3.5 identify leadership potential in others and empower them to demonstrate leadership.

2.3.6 produce and implement clear, evidence-based improvement strategic plans for Staff Development that have a focus on the enhancement of staff and student learning and wellbeing.

2.4 Community Building

As a leader of staff connection, the Director of Staff will be expected to:

2.4.1 plan and implement strategies to enhance staff wellbeing and pastoral care, which will include membership of the College's Wellbeing Committee.

2.4.2 develop and maintain positive partnerships and collaboration with College Council, Lutheran Education Australia and Queensland, Independent Schools Queensland, students, parents, carers and the wider community. This would include links and partnerships with other learning agencies including TAFE, universities and professional education networks.

2.4.3 promote and value the College as a rich and effective learning community within the college and in the broader community. This would include the understanding of the local community context and the organisation of special events such as Open Day.

2.4.4 oversee and support staff involvement in co-curricular activities.

2.5 Leading Effective Organisation and Management

As the leader of the day-to-day management of the College, the Director of Staff is expected to:

2.5.1 model effective leadership and be committed to their own ongoing professional development and personal health and wellbeing in order to manage the complexity of the role and the range of learning capabilities and actions required of the role.

2.5.2 fulfil role responsibilities so that human, virtual, physical and financial resources are efficiently organised and managed to provide an effective, safe and caring learning environment. Best practice is built through collaboration with different sections of the college, college council, parents, government and community agencies including universities and other providers.

2.5.2 provide leadership of teaching staff across Prep to Year 12 with particular responsibility for staff induction, staff development and appraisal, and staff performance and compliance including the modification and development of policies as appropriate.

2.5.3 be responsible for the day to day activities of the college including oversight of staff relief, rosters, calendar, excursions and emergency procedures.

2.5.4 be responsible for the cyclical review of policies and their publication. This role includes the production of the staff handbook.

2.5.5 chair the workplace health and safety committee and oversee the adherence of academic staff to the workplace health and safety policies of the college in conjunction with the Business Manager.

3. WORKPLACE HEALTH AND SAFETY

As the leader of the College’s Workplace Health and Safety Committee the Director of Staff is expected to:

3.1 chair the Work Place Health and Safety Committee.

3.2 set the example for all employees to follow and implement the concepts of workplace health and safety.

3.3 discuss the safety aspects of all operations with their employees and ensuring that employees understand that health and safety is important to themselves and to the college.
3.4 ensure that safety is included in all employees’ induction and job training sessions and ensuring that no employee is required to undertake a task without adequate safety instructions and job specific training.

3.5 ensure that managers under their delegation are aware of their workplace health and safety responsibilities and follow procedures that are established for health and safety e.g. excursions procedure.

3.6 investigate all accidents or 'near miss' incidents to determine causes and corrective action needed to prevent a recurrence.

3.7 respond to all employee safety suggestions and taking appropriate action to correct any sub-standard conditions, or reporting to the Principal items beyond their authority to remedy.

3.8 ensure that all employees under their control are aware of first aid kit locations, fire protection facilities, evacuation procedures and other emergency procedures and to train or arrange training of others in these skills.

3.9 ensure the highest possible standard of housekeeping is maintained throughout their area of control.

3.10 ensure that all statutory obligations in respect of equipment tests and inspections are fully complied with and results recorded.

3.11 apply disciplinary practice when employees or students fail to discharge their health and safety requirements.

4. SELECTION CRITERIA

As a senior leadership role that will require ongoing learning and growth, the successful candidate will need to either demonstrate that they have the capabilities described below or have the demonstrated capacity to develop them.

SC1. Demonstrated skills that reflect the capacity for the person to support the Christian ethos of the college. This includes the ability to support the development of leadership of other members of the community to grow in their understanding of the Christian ethos and Lutheran identity of the college.

SC2. Demonstrated skills of leading the professional development of staff through formal and informal strategies including appraisal processes. This includes an understanding of the AITSL standards and having the capacity to engage in effective coaching conversations. A high level of pedagogical expertise in a classroom context will be expected. An understanding of adult learning will be an advantage.

SC3. High levels of organisational skill required to oversee the day to day management of the college.

SC4. High levels of understanding of the legislative requirements associated with schooling and the capacity to lead policy development and review. Effective management of staff induction, oversight of workplace health and safety and compliance will be a key part of the role.

SC5. Personal capacities to effectively lead staff including the ability to enhance staff wellbeing, effectively use change management strategies, and engage in collaborative reflection, learning and action. Demonstrated qualities of confidence, flexibility, teamwork, resilience, innovation and perseverance to grow the capacity of an effective learning community will also be expected. This will include a personal commitment to lifelong learning and growth.

SC6. Demonstrated skills to support the co-curricular program of the college.

5. CONDITIONS

Salary and related conditions are as per the Teachers (Non-Government Schools) Award in conjunction with the Lutheran Schools Enterprise Agreement 2013. The Director of Staff will have a negotiated teaching load of between 0.3 and 0.4 FTE and be paid at a loading that is a negotiated multiple of B3S4. The contract is for a five year period. In the third year of the contract the incumbent will undergo a 360 appraisal.
6. APPLICATION PROCESS

Knowledge and Qualifications: Teachers possessing or eligible for registration within Queensland.

Please feel free to contact the Principal in relation to any queries regarding your application. Applicants should address the selection criteria and forward their application to the Principal, Pacific Lutheran College by 16th September 2016.