



# Position Description

POSITION OVERVIEW			
<b>TITLE</b>	<i>Head of Christian Life &amp; Student Wellbeing (R-12)</i>		
<b>TIME ALLOWANCE</b>	Up to 0.5 FTE (plus a teaching load up to 0.5 FTE) for at least the first year		
<b>COMMENCEMENT DATE</b>	January 2025	<b>TENURE</b>	Fixed Term (1 year renewable)
<b>REPORTS TO</b>	College Deputy Principal		

## GENERAL EXPECTATIONS

Blakes Crossing Christian College teaching staff are employed under the terms and conditions specified in the Christian Community Ministry Enterprise Agreement 2024, as amended from time to time.

Staff will demonstrate a willingness to actively support the Christian aims of the College, demonstrate a strong commitment to the ethos of Christian education and be familiar with College policy, procedures and expectations.

## POSITION SUMMARY

**\*\*PLEASE NOTE:** This Position Description will be in place for the 2025 school year, but due to this being a new role, it will be reviewed in consultation with the incumbent, Principal and College leadership team during the last half of 2025.

The Head of Christian Life & Student Wellbeing role is a support position within Blakes Crossing Christian College and is responsible for:

- Oversight of the College’s Christian Living programs, building the biblical literacy of staff and students
- The development and application of the College’s Christian Living curriculum framework
- Exercise leadership across the college in the areas of Christian Life, Faith and student wellbeing
- Building partnerships between the college, families, local churches and other organisations to assist in building the faith life of students
- Promoting the mission of the college and actively engage in ministry
- Articulating the Christian faith in a contemporary and accessible way
- Providing leadership in the development of the Christian Life programs across the college, working with teachers and students
- Providing leadership in Chapel, Praise and Worship and other college events
- Building and nurturing the faith life of the college
- Developing and supporting the implementation of a Christian Living curriculum across the college, that is relevant and age and year level appropriate
- Facilitating staff professional development in implementation and teaching of the Christian Life program
- Meeting with staff individually or in small groups to help strengthen the Christian worldview
- Supporting and equipping Pastoral Care teachers to create and deliver effective devotions and Bible studies during Pastoral Care time
- Overseeing the Christian Living subject program across all year levels
- Contributing to and supporting other leadership staff in building a culture of academic excitement and rigour
- Together with the Directors of Teaching & Learning lead and facilitate the delivery a Christian Living programme across the college

<b>REPORTING/WORKING RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• Principal</li> <li>• College Deputy Principal</li> <li>• Deputy Principal: Head of Secondary and Deputy Principal: Head of Primary</li> <li>• Heads of sub-schools</li> <li>• Members of the College Leadership Team</li> <li>• Relevant teaching staff</li> </ul>
<b>LINE MANAGEMENT RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Chaplains</li> </ul>

## DUTIES & RESPONSIBILITIES

- Exhibit a genuine Christian faith, biblical foundation and active Christian lifestyle
- Lead and develop the implementation of a college wide Christian Living program
- A mature Christian faith, with a heart to serve in an active Christian community
- Strong interpersonal and communication skills with the capacity to inspire and mentor staff, and develop and sustain productive relationships within and beyond the school community

- Effective skills in decision-making, strategic thinking, conflict-resolution and change management, with the ability to identify and implement improvements
- Work with school staff to create a school environment that promotes the wellbeing of all students.
- Support students and staff by attending school camps, excursions and events.
- Support community activities that connect the school to external partners and organisations.
- Support school programs such as breakfast club, sporting groups, social and other extra-curricular activities
- Working with school staff to support students experiencing difficult situations, including grief, crisis and personal or emotional challenges.

## EDUCATION & TRAINING

- Qualified teacher holding current registration or eligibility for registration with the Teachers Registration Board of SA
- Current driver's license

## SKILLS & ABILITIES

- Excellent interpersonal and communication skills to successfully engage a range of stakeholders including students, staff and parents.
- The ability to work as a member of a team in a manner that fosters the support and cooperation of team members.
- Ability to establish and maintain effective relationships with students and parents.
- Ability to handle potentially sensitive issues and maintain confidentiality at all times.
- Ability to relate to and guide students in behavioural and disciplinary issues based on Christian principles consistent with the College's ethos.
- Develop and implement policies regarding student behaviour education and classroom management

## PERSONAL ATTRIBUTES

- An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with Statement of Faith of CCM.
- A mature faith and active involvement in a local church.
- A demonstrated lifestyle as detailed in the CCM enterprise agreement, that is founded on Biblical Christian principles.
- A life that demonstrates the indwelling of the Holy Spirit.
- A Christian with a strong commitment to Christian education and a determination to serve God in a Christian school community.
- Collegiate and trustworthy, developing positive relationships with staff.

## EXPERIENCE AND KNOWLEDGE

- Proven experience as a classroom teacher
- Some knowledge of general management issues in relation to a Christian college
- Knowledge of the Australian Curriculum and/or SACE Curriculum
- Knowledge of student related issues and accepted management protocols
- Knowledge of the AITSL Professional Standards for Teachers
- Knowledge of WHS requirements

## DESIRABLE CHARACTERISTICS

### Qualifications

- Post graduate qualifications in a related field or theological qualifications will be highly regarded.

### Skills and Abilities

- Outstanding organisation and interpersonal skills.
- Competent use of Microsoft Suite of applications.

### Personal Attributes

- Involvement in a leadership role in your local church.

### Experience

- Previous experience in a similar role in a Christian school.

## SPECIAL CONDITIONS

- Some out of hours work may be required, such as attending college events

## WORK HEALTH AND SAFETY RESPONSIBILITIES – INCLUDE:

- ensuring, as far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants.
- knowledge of and compliance with the College's WHS policies and procedures.
- compliance with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors.
- participation in relevant training and induction sessions as required by the College.
- reporting all incidents and/or potential hazards to the Administration Manager and property maintenance staff as soon as possible.

## DECLARATION:

*I have read and understand the requirements of this position and accept its responsibilities. I will carry out these responsibilities to the best of my ability and understand I must meet required performance standards. I also understand the position description for my role through necessity, will be updated from time to time.*

Authorised by (Principal): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by (Employee): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_