



MOUNT ANNAN
CHRISTIAN COLLEGE



Employment of Principal

APPLICANTS INFORMATION PACK

July 28, 2016

Appointment of Principal

Mount Annan Christian College (MACC) exists to provide a Christ-centred learning environment that empowers each individual to live a life of purpose. This is facilitated through a culture which is highly regarded for being a nurturing, caring and supportive community which provides a strong sense of belonging for each individual. Central to the community at MACC are the students, staff and parent body – with each playing a vital role in contributing to the overall environment and MACC experience. Some of the MACC distinctives include:

- Innovative and creative learning environment
- Passion and curiosity for lifelong learning
- Unified community showing Integrity, fairness and compassion – being true to Christ, ourselves and one another
- Working together through diligence and discipline to respect one another
- A commitment to Missions and service and making a positive difference to those around us
- Strong community culture of collaboration and inclusiveness
- Located in beautiful surrounds in the South West MacArthur region, boasting clean, clear air and a natural environment.

About MACC

The College was established in 1999 and during that time has had just two long standing Principals leading the remarkable journey that is MACC.

MACC is competitively placed within the region with moderate school fees, and is an Independent College, from Prep to Year 12, Christian in ethos and delivery of education with vibrant, motivated cohesive staff.

Situated within the fastest growing region of Sydney, MACC is perfectly located for growth within the area.

The College Board has accepted the resignation of Mr Nathan Gray after a long tenure and are now working with the Community to appoint a leader to grow the College into the next phase. A new phase of continued strength within are areas of innovative learning, increase of enrolments and diversity of program offerings.



VISION

Our vision is to provide a Christ-centred learning environment that empowers each individual to live a life of purpose.



Our Staff

The staff are engaged and committed to empowering individuals, strengthening and nurturing community, equipping students and providing a holistic approach to develop each individual.

MACC believes we should all live a life of purpose and are committed to building on the strengths of each student to contribute effectively to society, creating pathways for future study and work.

The staff culture is cohesive and team focused - with many staff having supported the College with years of faithful service. There are currently 60 staff, with valued casual staff members supplementing the team when required.

[Click here](#) to view part of our recent Staff Development workshop

Staff belong to churches with a range of Christian denominations and we provide opportunities when hiring staff to work in a Christian environment, whilst showcasing their talents and professional excellence, and attesting to our ethos and Statement of Christian faith.

Our Students

It has been noted that our students are respectful, enthusiastic and well-mannered young people with a love for learning. Our catchment is large with many students travelling on our College bus to the campus each day.

We offer sporting and academic scholarships with our students excelling in areas of academia, sport, creative and musical arts, agriculture, citizenship, and innovation within STEM_Education subjects (Science, Technology, Engineering, Mathematics).

Many students have grown up at MACC having started in Prep, moving right through to Year 12. MACC enrolls families – not just students, so parents, grandparents, relatives and friends are also invested in the education of our students.



Our Families

MACC is well known for the provision of a nurturing environment and parents make their enrolment choices with that key factor in mind. Our Prep program offers families options for assistance with and before Kindergarten enrolment, whilst our Year 11 and 12 programs provide a variety of opportunities for learning inclusive of external providers such as VET and TVET.

The College operates a Before and After School Care program to help families meet their work and life commitments. The staff in these programs partner with families to ensure children have the very best of care.

Opportunities for families to be collaborative and involved in many facets of school life assist the lifelong learning principles.

Facilities

MACC is set on 37 acres in one of Sydney's fastest growing regions and is situated opposite the beautiful Mount Annan Botanical Garden estate. The College and C3 Mount Annan Church together share the property. As a purpose built College reflective of the needs of students, staff and family, the long driveway off Narellan Road, provides security and serenity in a rural setting. The Agriculture plot is home to sheep, cattle, poultry and sustainable, organic produce. The STEM_Ed rooms are open and fluid providing a collaborative learning environment conducive to creativity and innovation.

Our multi-purpose hall is sought after as a state-of-the-art basketball and sporting venue. This facility connects MACC to the community providing opportunities to partner together in projects and events.

C3 Mount Annan Church hosts our parents with an on-site coffee shop and opportunity to participate in various church-run events. With a mix of purpose built buildings and demountables, MACC is well equipped to facilitate learning now and well into the future.



[Click here](#) to view recent renovations of our Kindergarten Block.

MACC's desire to be a leader in innovation is underpinned by the recent establishment of the Mount Annan Innovation Centre (MAIC) focused on preparing both students and teachers to succeed in a changing world.

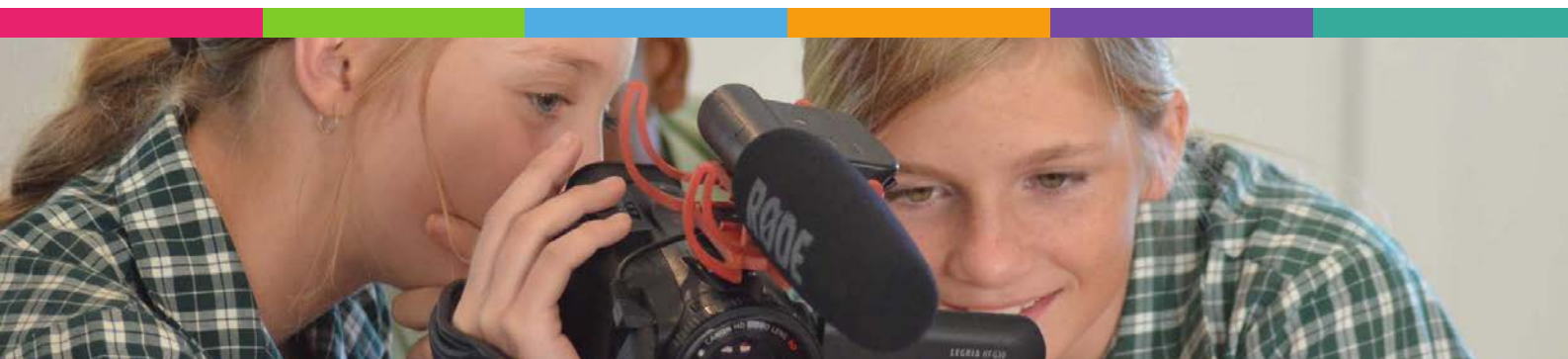
Preparing Students

We believe strongly that we are preparing today's students for tomorrow's world by sculpting students to succeed in tomorrow's workforce. This is achieved by engaging with industry and tertiary providers to strengthen pathways.

We are committed to develop:

Adaptability
Agility
Innovation
Initiative
Courage

Awareness of new trends
Problem solving
Empathy
Creativity
Transferrable skills.



Our Strengths

MACC provides a nurturing, co-educational learning environment for students in Prep – Year 12.

MACC is known for providing a nurturing environment that is family friendly, caring and supportive. It is a Christian community with compassionate staff and a sense of community.

With a high level of professionalism, we provide an innovative & visionary environment. This is not for a generic sense of purpose but to enhance individual self-knowledge of gifts and strengths that can be utilized for lifelong learning.

MACC aspires to:

- be a leader in innovative learning
- develop the potential of each student
- be known as a leading school in the Macarthur area
- being a caring, nurturing environment
- provide excellent academic results
- equip children to make a difference in the community
- continue to be a Christ-centred educational environment that prepares students for the future.
- place value on every child and invest in their potential
- prepare students for their future of purpose.

Mount Annan Christian College

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New South Wales 2457

(02 4634 7474

college@macc.nsw.edu.au

www.macc.nsw.edu.au



Principal's Role Description and Criteria

The Principal is supported by a vibrant Executive Leadership Team that currently consists of:

The Board
Business Manager
Deputy Principal
Head of Secondary School

Head of Primary School
Director of Innovation
Head of Student Engagement

These groups work together as partners to lead and develop the College. The Principal is responsible for developing and maintaining these relationships. The Principal should be forward thinking and relevant, prepared to drive our College forward in innovation and excellence.

The Board

The Principal and the Board share responsibility for the Governance of the College and as such strong communication and information sharing are vital for healthy growth and development.

The Principal has responsibility for strategic and operational components and must develop a future for the College based on the shared vision between the Board and the Principal. The Principal will be required to meet set objectives that support the strategic plan. Whilst the micro operations of the College is the responsibility of the Principal, the Board will be involved in macro operational matters that may affect the sustainability of the College. It is the duty of the Principal to communicate these matters regularly to the College Board.

Pastoral Care and Development

The Principal in conjunction with the board is responsible for maintaining and strengthening the Christian ethos of the College as well as developing the pastoral care elements of the College. The relationship with the Executive Leadership is integral to the role, as is the expectation that other members of the community are engaged.

The Principal will support and encourage professional and spiritual development within the community ensuring that Christian teaching is of the highest standard. Parents will be aware of the College's Christian integrity through the uncompromising ethos of the school.

The Principal will lead the educational leadership and management by leading the staff and developing their management and administration of education programs. Therefore a full understanding of the mission, educational, technical, operational and ethical issues must be maintained.

Compliance

It is the responsibility of the Principal to ensure the school remains compliant at all times, providing clarity within role responsibilities, and rigorous accountability.

The Principal is responsible for the day to day running of the College and takes accountability for all aspects of compliance. He/she is required to ensure all compliance with all regulatory bodies and adaptability to internal and external influences is undertaken and achieved.

Fiscal responsibilities

The Principal will have an understanding of fiscal matters including a sound understanding of financial management, working with the Business Manager to achieve goals, and meet the objectives of the Strategic plan.

The Principal will be a good steward of the College and maintain resources to facilitate effective operation of the College to a high standard.

In consultation with the Business Manager, ensure that financial targets are met and the ongoing viability of the school finances.

Community

It is the responsibility of the Principal to develop the vision of MACC by engaging with stakeholders, manage feedback and community relationships, maximise resources and build liaisons to increase the MACC brand within the marketplace.

The Principal will conduct themselves in a manner that is seen as exemplary when engaging with staff, students, parents and the wider community.

Establish and develop effective practices for enhancing the participation of all the College community in the life of the school. College parents and friends, alumni, local churches, State and Federal politicians, community organisations and other key stakeholders.

Implement and build appropriate collaborative relationships with relevant educational institutions and agencies

Ensure that appropriate communication is maintained with parents and that concerns are managed and resolved in a timely manner.

Enrolments

The Principal will strategise with members of the Board and Executive to build enrolment numbers, programs and reputation.

MACC has many strengths, including the nurturing supportive Christian community and a highly dedicated staff team. The College currently has 460 students from Prep-Year 12 and would be well positioned to enter a growth phase in student enrolments.

The Principal will actively seek to increase enrolment levels within the College as a priority.

Educational Leadership

The Principal is to provide an environment for students to experience learning at the highest standard by overseeing the school curriculum, to maintain an environment for students to experience teaching and learning at the highest standard.

Oversee, in collaboration with the Executive Leadership, an effective approach to student management, and student leadership development and structure the curriculum to cater for students' individual differences. Evaluation and readjustment of all learning programs is expected.

Provide for supervision, professional development and appraisal of all academic staff and implement procedures to ensure that the school meets all accreditation including BOSTES Registration and Accreditation.

Ensure that the students and staff are provided with appropriate support and leadership.

Develop and implement effective strategies that promote a positive and productive interchange with the executive and staff with Prep to Year 12 focus.

Continue to be relevant and well-read in cutting edge educational concepts.

Administration

Maintain and strengthen the social and spiritual development of the students, whilst adhering to the College ethos.

Ensure that collaboration with key stakeholders is undertaken regarding strategic planning for the growth and betterment of the College.

Oversee and participate in Human Resources matters inclusive of employment and removal of staff, in consultation with the leadership of the College.

Work with the Business Manager and Property Manager to ensure that the physical resources for teaching and learning are developed and maintained to the highest possible standard at all times.

Ensure staff are aware of their responsibilities and their entitlements in accordance with regulatory bodies and contracts.

Implement enrolment procedures that are consistent with school policies.

Implement processes for the induction, appraisal and professional development of all staff that are consistent with school policies.

Key Attributes

Matthew Lynch (2016) writes on the five key attributes of a successful school. Those attributes are to be effectively developed and maintained by the Principal to ensure success:

1. **Leadership**
2. **High Expectations**
3. **Ongoing Evaluation**
4. **Goals and Direction**
5. **Secure and Organised**

Full *attributes* expanded at this [link](#).

Selection Criteria

The Principal is responsible to the Board for leadership, management and direction of educational outcomes, maintaining the College ethos and provision of a quality, dynamic learning environment.

With the focus for MACC being innovation as outlined in the above introduction to the College, candidates will be assessed against the following criteria taking into consideration experience and proven results within these areas:

Leadership

- A Leader with confidence to empower and develop the executive leadership
- An experienced educational leader with proven demonstrated capacities to raise thinking and educational standards and an ability to empower the team.
- A succinct communicator with high emotional intelligence to engage with the community and build the brand and reputation of the College into the future.
- Excellent relationship building skills and accessibility to the College community.
- Demonstrate inspirational leadership that inspires staff and provides a harmonious environment
- Maintain high levels of staff morale
- Manage conflict through effective resolution strategies.

Strategic planning

- Building and growing the educational direction of the College having shown previous success in growth of enrolment, planning and implementation of strategies.
- Demonstrated ability to manage and embrace change.

Personal application

- As the Leader of MACC, demonstrate active Church involvement, evidenced by engagement and a heart for the outworking of Christ in all areas and alignment with the College Christ-centered ethos and values.
- An advocate of C3 Church Mount Annan and involvement in building College and Church relationships inclusive of Church membership if possible.
- Approachable, warm and inclusive by nature.
- Mature in faith, Christian character and lifestyle.

Educational experience

- Ability to implement and support policies and procedures to enhance and grow the integration of communications and technologies into the teaching and learning environments.
- Demonstrated ability in fostering professional learning opportunities to improve and supplement the objectives of learning and educational outcomes of the College.
- Demonstrated ability to lead innovative educational practices.

Business skills

- Experience in the operations, finances, property, and resource management of a School.
- Previous successes in building programs, inclusive of development of master planning in line with College strategic direction.

The Application and Appointment Process

The position is open from the beginning of Term 4, 2016 however candidates who cannot begin until 2017 should still apply.

To apply for the position please follow the process as listed:

- Send your cover letter addressing the criteria and professional CV
- Complete and attach to your application the MACC employment form
- Send to the Chairman of the Board via the College Business Manager at emmac@macc.nsw.edu.au
- Telephone (02) 46347434 (Business Manager's private line) for further information if required

All emails, telephone enquiries and applications received will be treated with the utmost confidentiality and in the first instance shared only with the Board Chair and Business Manager.

- Applications close – Monday 29th August 2016.
- Interviews and short listed candidates Monday 5th September 2016
- Second interviews Monday 12th September 2016
- Appointment Monday 19th September 2016.
- If suitable candidates are not received the application period will be extended.

Conditions of Employment

An attractive salary will be negotiated with the successful candidate. An annual performance appraisal and salary review will form part of the employment contract.

Applicants will be subject to employment screening and must satisfy child protection legislation.

Referees

As part of the selection process, details of three referees will be contacted after discussion with the candidate.

Please include the referees details with your application.



I am interested in applying for the following position advertised at Mount Annan Christian College:

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PERSONAL INFORMATION

Surname: (Mr / Mrs / Ms / Miss) Christian Names:

Address: Post Code:

Telephone: Home Work Mobile

Email:

Date of Birth: ___/___/___ Place of Birth:

WWCC Number:

What is the state of your health?

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Have you ever been arrested or convicted of a criminal act? If yes, give brief details:

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CHRISTIAN BACKGROUND

How long have you known Christ as Lord and Saviour? Are you an active member of a local church?

If so, which church?

In which capacity do you serve in the church?

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SUMMARY OF QUALIFICATIONS AND EXPERIENCE

NSW Institute of Teachers Number:

Name of Masters Degree / Degree / Diploma Awarded:

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Years of Training: (i.e. full-time equivalence of course/s)

Details of your most recent teaching appointment:

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CHRISTIAN EXPERIENCE AND BELIEFS

What is your definition of a Christian?

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Give a brief account of your Christian conversion and experience:

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Do you have assurance of eternal life i.e. Do you know you are going to Heaven and on what basis will you enter in?

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What are your beliefs regarding the following?

The authority and accuracy of the Bible:

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Baptism:

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The second coming of Christ:

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Spiritual gifts – as found in I Cor. 12: 7-10:

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Church involvement for staff:

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The theory of evolution:

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Homosexuality:

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The use of drugs, alcohol and tobacco:

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Dress and behaviour standards for staff:

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TEACHING EXPERIENCE

Primary Experience: *Please list grades taught and years on each grade, including any multigrade classes taught.*

Year/s	School	Class/es Taught	Days / Weeks

Secondary Experience: *Please list subjects taught, years taught and highest levels taught.*

Year/s	School	Subject	Number of years taught	Highest Level taught

What is your Teaching philosophy?

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Give an example, if any, of a recent and innovative teaching and learning project/initiative you have been responsible for implementing or had involvement with in a school context:

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What is your approach to discipline and how would you handle difficult students/parents/staff?

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In what ways would you best contribute to the growth and development of our College community?

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Please list extra-curricular involvement and/or areas of special training or experience eg. Musical instruments, sports coaching, languages etc.:

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REFERENCES

List below people who can testify to your character and professional ability. **Attach a copy of at least one current reference from each category.** These would preferably include a minister/pastor and principal/supervisor (of most recent employment.)

Character References:

Title / Name: Phone:

Company (if applicable):

Address:

Title / Name: Phone:

Company (if applicable):

Address:

Professional References:

Title / Name: Phone:

Company (if applicable):

Address:

Title / Name: Phone:

Company (if applicable):

Address:

STATEMENT OF FAITH

We Believe:

- There is one God: God the Father, God the Son, and God the Holy Spirit
- That God in His own sovereign will created the heavens, the earth, and all that is contained within the Universe
- In the deity of our Lord Jesus Christ the Son of God; we believe in His virgin birth, in His sinless life, in His miracles, in His victorious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, His constant intercession and in His imminent return
- In the person and work of the Holy Spirit with His fruits and gifts available in the Church
- The bible is the living Word of God – infallible, authoritative and everlasting, and the foundation of all Christian doctrine
- In the existence of an evil spiritual being – the devil
- In the spiritually lost condition of all people and the essential need for the ‘new birth’ by faith in Jesus Christ
- In the baptism of the Holy Spirit as a gift available to believers subsequent to the new birth, with normal evidence of speaking in other tongues
- In the sacraments of the Lord’s Supper and baptism by full immersion in water for all believers
- In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting separation from God
- In the church being the body of Christ, and each member being an active part of a local church, fulfilling the Great Commission



c3
church
a ministry of
c3 church Mount Annan

CHECK LIST

With this application form, include the following supporting documentation:

- Curriculum Vitae;
- Proof of identification; e.g. Photocopied passport, current Driver's License
- Transcripts of Tertiary qualifications;
- Character and professional references;
- A current photograph
- 'Working with Children Check' Number.

COLLECTION NOTICE

1. In applying for this position you will be providing Mount Annan Christian College Ltd with personal information. We can be contacted at PO Box 7039, MOUNT ANNAN NSW 2567 or on (02) 4634 7474.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes or prepare a confidential report in respect of your application.
3. You agree that we may store this information for four years.
4. Access to this information may be available to you, if you are unsuccessful for the position.
5. We will not disclose this information to a third party without your consent. We sometimes disclose this kind of information to the following types of organisations where they are also seeking to fill vacancies:
 - Other related Schools
 - Bodies to which the College is affiliated
6. We are required to conduct a criminal record check and collect information regarding whether you are or have been subject to an AVO and certain criminal offences under Child Protection law.
7. Where you have provided us with the name and address of a person in connection with your application, you should inform them that you have done so and the reason for it. You should also inform them that the information is to be used solely in connection with your application for employment or engagement and that this information about them collected by the College can be accessed by them, if they wish, by contacting the College.
8. **It is a condition of our continuing to process your application that you agree you will not seek access to references provided by third parties or to notes or reports made by the College relating to your application for employment. If you do not agree to this you must advise us now.**

DECLARATION

I declare that all information and any related documents are true and accurate. I understand that if I have provided false or misleading information it may lead to this application becoming null and void, or if already employed may lead to my dismissal. On the basis of the information provided in this form and any attachments I have provided, I hereby apply for a teaching position. I am in full agreement with the Statement of Faith as set out in the enclosed statement. I have read the "Collection Notice" forming part of this application and agree to the terms outlined in this notice. Further I understand the College is required to carry out "Working with Children" checks and agree to abide by the College's requirements, policies and legislative requirements in this regard.

Signed: Date: