St John’s Lutheran Primary School
Bundaberg

Further information for submitting your expression of interest in the position of Principal
A LETTER FROM THE CHAIR OF SCHOOL COUNCIL

Thank you sincerely for your interest in the position of Principal of St John’s Lutheran Primary School, Bundaberg. Your confidential correspondence will be considered thoroughly, prayerfully and in accordance with the needs of our school.

Our long serving and well respected Principal, Janelle Turner, has recently accepted the position of Principal at Peace Lutheran Primary School, Gatton and assumes this role in term 2, 2015.

Our staff are highly motivated and have established a strong learning community. The school has excellent, modern and fully air conditioned facilities.

St John’s Lutheran Primary School is a member of the Lutheran Education Queensland system of schools and is a school very closely connected with their Lutheran Congregation.

St John’s is in a phase of modest growth and we hope this continues as we further improve our reputation for educational excellence and fine pastoral care. We look for collaborative, innovative and motivating leadership from our Principal in all aspects of the school’s operations.

Above all, our Principal will be one who continues to develop the strong Lutheran ethos that guides all that we do and hope to achieve for our students and their families.

The Selection Panel and I look forward to receiving your Expression of Interest; please ensure that you meet the necessary timeline.

Should your expression of interest be successful, I will contact you concerning interview times and your preparation of a more comprehensive application including the nomination of referees and provision of your CV.

The Council is excited about this process and we are very much looking forward to working with and supporting our new Principal as our school continues to grow and flourish.

We are happy to negotiate a start date for the right Principal.

With Christian greetings

Delwyn Ainsworth
Chair
St John’s Lutheran Primary School Council,
Bundaberg
GUIDELINE FOR PREPARING YOUR EXPRESSION OF INTEREST

To register your Expression of Interest, please submit:

✔ a letter of no more than one page explaining why you seek this position and outlining your previous leadership experience.

BACKGROUND INFORMATION

Should you be shortlisted for interview, you will be asked by the Chair of St John’s Lutheran Primary School Council at that point, to submit a more comprehensive application including your response to the Mandatory and Key Criteria (below for your information), referees and your CV.

Mandatory criteria
The successful applicant must:

1. Be an active communicant member of the Lutheran church;
2. Be accredited to lead a Lutheran school [or willing to gain this accreditation within the first contract];
3. Have significant and successful experience in teaching and educational administration;
4. Hold a post graduate qualification in leadership / management;
5. Hold or be eligible for teacher registration in Queensland through the Queensland College of Teachers.

Key criteria
The successful applicant must have, in reference to the Position Description, demonstrated:

1. Effective leadership experience in a Lutheran school;
2. Ability to think strategically, and plan and lead a primary school effectively;
3. Commitment to quality, innovative education;
4. Effective interpersonal and communication skills;
5. Ability to lead and oversee the sustainability of the school;
6. Capacity to work collegially with governance, senior leadership and system colleagues.

ST JOHN’S LUTHERAN PRIMARY SCHOOL, BUNDABERG
It is expected that the Principal will ensure the Christian faith and Gospel are applied consistently in the overall and day-to-day operation of the school.

RESPONSIBILITIES

The Principal and the School Council

The Principal, as the Chief Executive Officer of the School Council, will be responsible to the Council for

- The implementation of the school’s aims and purposes;
- The conduct and management of the School and the general supervision of all school activities;
- The development of educational policy;
- Development and implementation of the strategic/master plan;
- The implementation of all Council decisions relating to the strategic direction of the school.
- Providing the Council with regular advice and recommendations with regard to educational, physical and spiritual needs of the school.

Christian Leadership

The Principal shall

- Be an active communicant member of the Lutheran Church of Australia;
- Ensure that Christian worship plays a regular and prominent role in the life of the School;
- Exercise Christian leadership and pastoral care based on a commitment to Lutheran theology in all areas of the life of the School;
- Work with the congregational Pastor and the local congregation to support the spiritual growth of students;
- Maintain professional currency through appropriate professional development activities.

Administration

The Principal shall

- Assess, develop and implement curriculum for P-6 based on national curriculum requirements;
- Identify appropriate initiatives as needs arise;
- Monitor the financial program of the School, assist in defining budgets, and oversee the orderly conduct of all business affairs;
- Oversee ICT systems, buildings and grounds, Business Office, and bus services through and in conjunction with the Business Manager;
- Oversee the school marketing program with the aim to fulfil the school enrolment goals;
- Ensure the school complies with all relevant statutory requirements;
- Manage the enrolment and reception of students;
- Work cooperatively with the Kindergarten and OSHC centre and their staff;
- Attend meetings of the School Council, committees and organisations connected with the school, as well as appropriate Church and professional committees;
- Delegate duties as appropriate while retaining overall responsibility.
Staff
The Principal shall:

◆ Provide collaborative leadership, which affirms and has a genuine commitment to encouraging and supporting staff;
◆ Assume responsibility for the leadership and management of all staff members of the school, teaching and non-teaching;
◆ Appoint and dismiss staff using appropriate procedures;
◆ Encourage and make adequate provision for the professional development of teachers and other staff;
◆ Monitor staff competence and efficiency in all departments;
◆ Support staff in effective teaching and work practices, encouraging innovation and creativity.

Students
The Principal shall:

◆ Be visible around the school and be accessible to students;
◆ Promote Christian principles of faith;
◆ Promote a sense of community which values diversity;
◆ Maintain high academic standards;
◆ Promote among students an attitude of achievement to the best of their ability;
◆ Provide opportunities for the development of the ‘whole’ student through spiritual, cultural, physical and social activities;
◆ Promote student leadership opportunities;
◆ Ensure that adequate facilities for the pastoral care of students are provided;
◆ Maintain an interest in the vocational development of students;
◆ Be responsible for student discipline, in accordance with the school’s policies.

Public Relations
The Principal shall:

◆ Represent the school to the Lutheran Church of Australia and to the public in general;
◆ Promote close relationships between the school and the local Lutheran congregations;
◆ Work wherever possible in a cooperative and friendly manner with other educational institutions in the local area;
◆ Publicise the school’s aims, work and achievements to advantage wherever possible;
◆ Foster good relationships with parents, maintain close contact with the P and F Association and encourage parental involvement in the school;
◆ Be accessible to parents and listen to concerns, responding as appropriate;
◆ Work in harmony with national and regional Directors for Lutheran Education.
Further information about the school can be found on its website:

www.stjohnsbundaberg.qld.edu.au

Note that the school Annual Report is on the website.

Further information about the school is also available from
Sue Kloeden, Executive Director, Lutheran Education Queensland
Phone 07 3511 4058 email director@leq.lutheran.edu.au

Further information about the Bundaberg Region is available from the
Bundaberg Regional Council website:

http://bundaberg.qld.gov.au