



**DEPUTY PRINCIPAL  
ULVERSTONE**

**Application Information Pack**



*We Nurture*

# Applications INVITED

## *A Message From The Executive Principal*



On behalf of our School Board and Executive Principal, we invite applications for the key Senior Leadership role of Deputy Principal, Ulverstone, to commence at a negotiated start date. We are keen to search for a dynamic committed Christian leader who possesses both the personal qualities and professional experience to contribute to our bold vision - aspiring to be 'a Hope filled christian community pioneering personalised real-world education.'

Leighland Christian School is a growing K-12 school and is going through an exciting change process following the launch of our new Strategic Plan. [Click here](#) At Leighland Christian School, we offer a comprehensive hands-on curriculum that integrates a biblical worldview and faith-based values and principles with academic rigour. In 1976 Leighland Christian School commenced with just 36 students in Ulverstone. This year, there are 660 students from Kindergarten to Year 12, with campuses in both Ulverstone (Kinder through to Year 12) and Burnie (Kinder through to Year 6).

We are looking for an experienced leader who has a heart for building community, restorative practice and developing school culture. The Deputy Principal role will also reflect the skills, passions and experience of the applicant and negotiated with the Executive Principal.

Thank you for considering Leighland Christian School. We invite you to read the material included in this document carefully as you compile your application.

James Hills  
**Board President**

In Christ,  
Natasha Mackinnon  
**Executive Principal**



# About LEIGHLAND



**Burnie Campus**

**Ulverstone Campus**

## Vision

A hope filled Christian community pioneering personalised real-world education.

## Mission

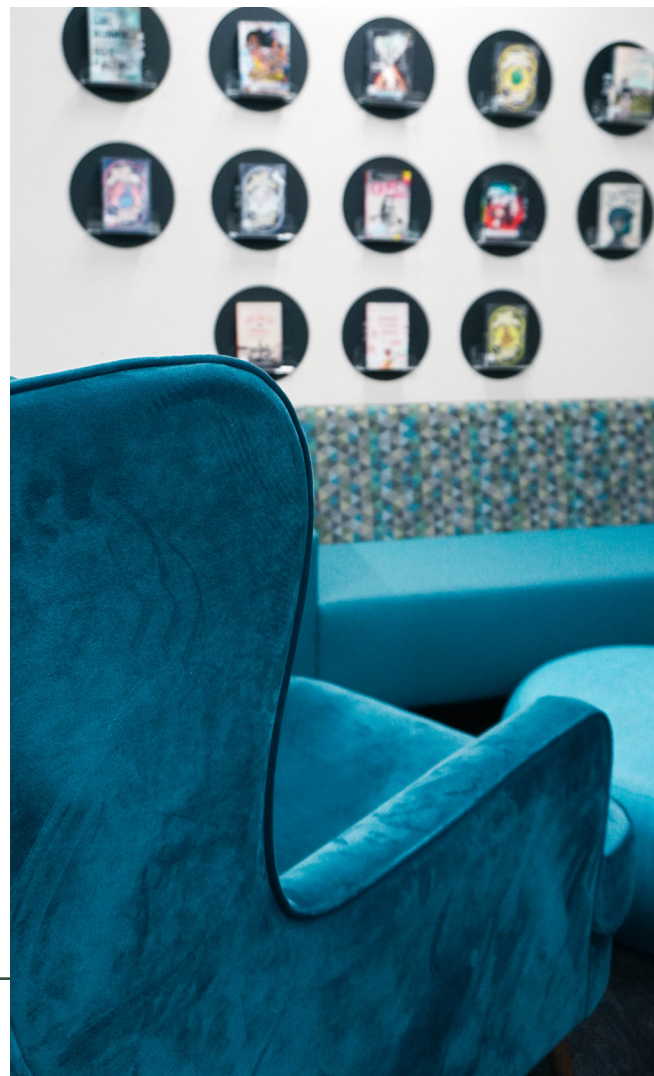
Christ-centred K-12 education that inspires, nurtures, and equips students to connect learning to life.

## Values

Christian to the core;  
we lead with innovation,  
commit to personalise learning,  
embrace partnerships and  
seek to serve.

# Our STRATEGIC PLAN

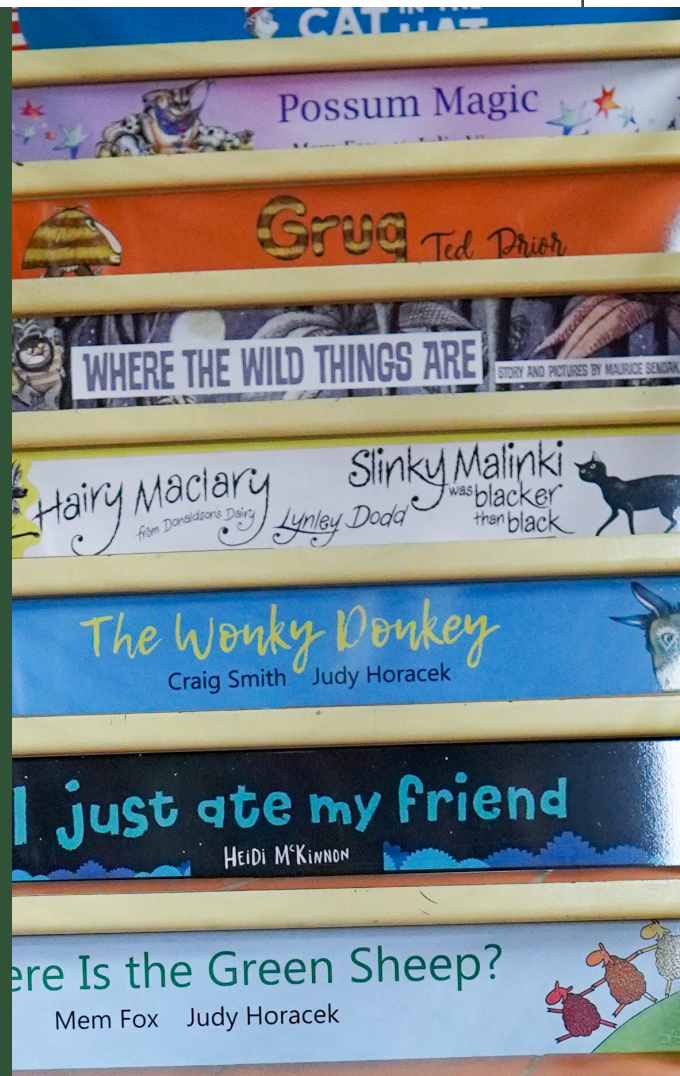
Our Strategic Plan has been developed collaboratively by the Leighland Christian School Board, the Executive Principal, Senior Leadership Team, Staff and Association Members of Leighland Christian School.



# Our STRATEGIC PLAN

## The plan has six key strategic pillars:

1. Be a community with Christ at the heart of all we do, living out the gospel by serving with empathy, compassion, generosity, and grace.
2. Create a culture which facilitates high quality, personalised, real-world learning for all, founded on a Christian worldview, with increasing opportunities for student voice, agency, and engagement.
3. Nurture reflective, engaged, and collaborative staff members as lifelong learners by providing opportunities for innovation in and out of the classroom to ensure high quality student outcomes.
4. Build strong, healthy, and productive partnerships with families, churches, other schools, and the broader community.
5. Plan and actively pursue sustainable enrolment growth without compromise to our core mission.
6. From an engaged Association of committed Christians form an effective, healthy Board, providing leadership to ensure good governance, financial sustainability, and strategic direction.



# Our CAMPUSES

## Ulverstone



We are a thriving, Kinder to Year 12 school on the scenic North West Coast of Tasmania across the train line from the beautiful beach. We offer a Christ-centered education that inspires, nurtures and equips students to connect learning to life. This means we take every opportunity to provide our students with authentic, real-world learning experiences from which they can take personal meaning. We know that God created each child in His image, and that no two people are the same. Therefore, we seek to provide a variety of learning experiences which can engage our students no matter where they are at – we will meet them where they are!

Through a personalised learning approach, we believe in partnering with parents/guardians as the caregivers, in providing a wholistic experience for our students, where we focus on student

engagement, personal achievement and wellbeing as a priority. Leighland students are engaged in our school community, invested in their learning, and have a personal voice and choice. Our students achieve at their personal best, with point-of-need learning, and we seek to provide opportunities for them to feel connected and supported with a sense of belonging to our school community.

The beach is right on our doorstep, and we utilise God's beautiful outdoor classroom as much as we can! Our students enjoy a hands-on approach to learning, with many students across the school engaging in Design Thinking and Project-Based Learning, with links to local industry. We believe in equipping our students for the unknown future world by immersing them in opportunities to develop their God-given skills in critical thinking, collaboration, communication and problem-solving. Leighland students are innovators, entrepreneurs, lifelong learners and responsible global citizens. We have had great success over the last two years progressing into International tournaments in our Lego League competitions. A highlight for the school indeed!

Underpinning all of this, our school is built on solid biblical threads which encourage our students and staff to love God, celebrate life, imitate humility, ponder Christ's creation, show mercy, transform thinking, and unwrap God's most precious gift for us – our Lord and Saviour Jesus Christ, through which we have eternal life.





## Burnie



Welcome to Leighland Christian School, the school of choice on the North West Coast of Tasmania. The Burnie Campus, is a thriving campus of approximately 170 students in 2024; big enough to provide some excellent facilities and learning programs, but small enough to embrace a truly engaged school community.

We are foremost a Christian school that exists in partnership with our parents and guardians to provide a diverse and engaged teaching program, while remaining aligned with the Australian Curriculum. We are known for our committed staff, quality facilities, strong learning programs and intentional pathways to high school as we prepare students for a real-world education.

Our school vision reflects who we are, what we are aiming to achieve and the kind of environment that we are purposefully developing to see students become all they can be, while reaching their potential and developing 21st century skills such as problem solving, critical thinking, communication and risk-taking.

Students engage in a variety of specialist subjects

such as STEM (Science, Technology, Engineering and Mathematics), library, HPE, music, choir, band, and optional instrumental lessons. Students in the music program write a plan for their own learning and set their personal goals so that they have a voice and actively participate in their learning pathways and skill development.

There is an established pathway to transition students to the Ulverstone Campus for High School where they can continue their educational journey with many of their peers, bringing a sense of familiarity when so many other things are changing around them.

*We Inspire*





# About **THE POSITION**

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The Deputy Principal is a role supporting the development of staff and students on the Ulverstone Campus, working closely with the Ulverstone Campus Principal in operations and closely with the Executive Principal in Strategy and Community Development. In collaboration with the Senior Leadership Team (SLT), they will develop and implement visionary, strategic and operational planning processes to lead the school with innovation.

## **THE ROLE**

**Position:** Deputy Principal, Ulverstone Campus

**Reports to:** Executive Principal

**Time allocation to the role:** Full-time. Maximum teaching load of 0.2FTE or as determined by the Executive Principal.

**Remuneration:** The salary and conditions for this position are in accordance with experience and performance and in the context of salaries and conditions that apply in the Tasmanian Independent Schools (Teachers) Multi-Enterprise Agreement 2022 with a Deputy Principal allowance applied.

Relocation costs will be paid in negotiation with the Executive Principal.

**Tenure:** Five year term

**Works with:** Executive Principal; Campus Principal Ulverstone; Business Manager; Campus Principal Burnie; Director of Learning, Curriculum, and Assessment; Head of Primary and Head of Secondary; Marketing and Community Manager; Teachers, and Support Staff.

*We Serve*





# About THE POSITION

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The Deputy Principal is accountable directly to the Executive Principal for:

- Spiritual Leadership
- The Senior Leadership Team
- Community Relations
- Personal Professional Growth
- Relationships with the Board and Association
- Finance
- Cross Campus Appraisals Project

The Deputy Principal is accountable to the Executive Principal via the Campus Principal Ulverstone for:

- General Operational Management
- Student Development
- Pedagogy

## RESPONSIBILITIES

### 1. Spiritual Leadership

- Leading a Christ-centred, God-honouring educational community that reflects a biblical worldview in all aspects of its culture, atmosphere, direction, and programs.
- Being a genuine example to the local community of Christ-centered, humble, and courageous leadership.
- Being on the staff devotion roster and leading the staff in prayer and devotions.
- Planning the staff spiritual retreat day in consultation with the Executive Principal.
- Being a part of the Christian Living working party to continue to develop Christian Living curriculum and embed it in the whole life of the school.
- Supporting the Head of Secondary with the fortnightly assemblies and Connect times.
- Encouraging students to grow in their faith and supporting and attending student led events e.g. Evening Worship, Awaken.

### 2. The Senior Leadership Team (SLT)

- Being a part of the Leighland Christian School Senior Leadership Team.
- Contributing to warm, trusting and highly effective relationships within the SLT.
- Leading the staff and students in the outworking of the school's vision, mission, and values.
- Developing and implementing visionary, strategic, and operational planning processes across the whole school in consultation with the Executive Principal.
- Being a part of the SLT strategic training days, retreats, and fortnightly meetings.

# About **THE POSITION**

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### **3. Community Relations**

- Developing a sense of community and healthy relationships among staff and parents (including parent support groups) that encourage them to embrace and own the vision and values of the school.
- Ensuring effective and appropriate lines of communication with parents and the community.
- Along with the other members of the SLT, taking responsibility for effectively managing parental concerns.
- Representing the school at official functions both within and outside the school as required by the Executive Principal.
- Maintaining close association with National and State networks such as Christian Education National (CEN), Future Schools, New Tech Network Australian (NTNAU) and Independent Schools Tasmania (IST), and attending CEN National events in consultation with the Executive Principal.

### **4. Personal Professional Growth**

- Continually developing and deepening a personal understanding of the nature and purpose of Christian Education.
- Maintaining a personal professional development program, particularly with respect to opportunities provided by CEN, Future Schools, NTNAU, IST, and other appropriate professional and Christian organisations.
- Having a commitment to continuous learning. We desire that all of our staff will be lifelong learners and will support this.

### **5. Relationship with the Board and Association**

- Fully supporting the work of the Board and complying with reasonable Board directives.
- Formally preparing and presenting reports directly to the Executive Principal for monthly Board meetings.
- Attending Association meetings as required by the Executive Principal.
- Presenting at Board meetings as requested by Executive Principal.

### **6. Finance**

- Keeping the Executive Principal and Business Manager up to date with all relevant financial matters relating to the Ulverstone Secondary Campus and contributing to the development of the annual budget and long-range financial planning.

### **7. Cross Campus Appraisals Project**

- Developing a new appraisal process for teachers in consultation with the Campus Principals.

### **8. General Operational Management**

- Being a part of the Ulverstone Campus Management team and supporting the Campus Principal in this; setting agendas and leading and training the staff.
- Encouraging, supporting and coaching the Head of Secondary to ensure smooth day-to-day operations at the Secondary Campus at Ulverstone.

# About THE POSITION

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- Assuming the line manager role for the Head of Secondary for high-level student discipline and wellbeing matters.
- Assuming the line manager for the Daily Organiser.
- Assuming the line manager for the Head of Sport.
- Inspiring, directing, guiding, supporting and managing all Secondary Campus staff members in consultation with the Campus Principal.
- Chairing the staff wellbeing committee and continuing to develop this.
- Setting high expectations through collaborative planning and formal appraisal processes that regularly review the effectiveness of teaching, learning and pastoral care.
- Providing an environment that acknowledges and supports individual staff initiatives and achievements.
- Reporting to the Executive Principal on relevant professional or legal matters.
- Providing regular and timely reports to the Executive Principal regarding compliance-related matters, including WH&S regulations.
- Responsibility for the organisation of relevant school-wide events.
- Approval of ERM forms on the Ulverstone Campus.
- Undertaking any other responsibilities as assigned by the Executive Principal.

## 9. Student Development

- Inspiring, directing, guiding and encouraging students in their Christian educational development.
- Providing a safe and caring educational environment for students that nurtures faith, encourages wisdom and discernment; and supports, and enables their responsible engagement in the world.
- The Deputy Principal will assume the role of Child Safety Officer and will therefore be responsible for fostering a culture of safety. They will model child-safe behaviours and advocate, train and keep the Secondary team accountable by following the school's child safe policy documents.
- Reporting to the Executive Principal on any matters of relevant personal or legal concern with respect to students or school families.

## 10. Pedagogy

- Working with the Campus Principal to train staff in Transformation by Design and embed this in all subject areas across the Secondary school.
- Supporting the new pedagogical initiatives in Project Based Learning, Play Based Learning and Design Thinking; and participate our training and work with NTNAU and Future Schools.

The Deputy Principal role will also reflect the skills, passions and experience of the applicant and will be negotiated with the Executive Principal.

The Deputy Principal will be required to attend school events, meetings, functions, camps, sports, promotional events, and competitions as part of, or in addition to, normal working hours. Some duties may need to be performed at times other than during the school day or when students are not in attendance.

# About YOU

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1

You will be an experienced middle or senior leader.

2

You are transformative and visionary, thinking 'outside the box' to pioneer innovative ideas.

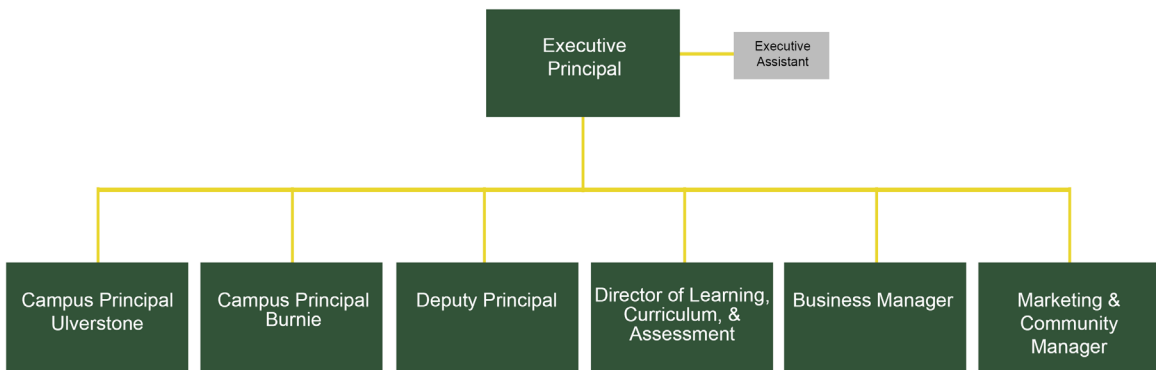
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You are proactive and value relationships with key stakeholders.

4

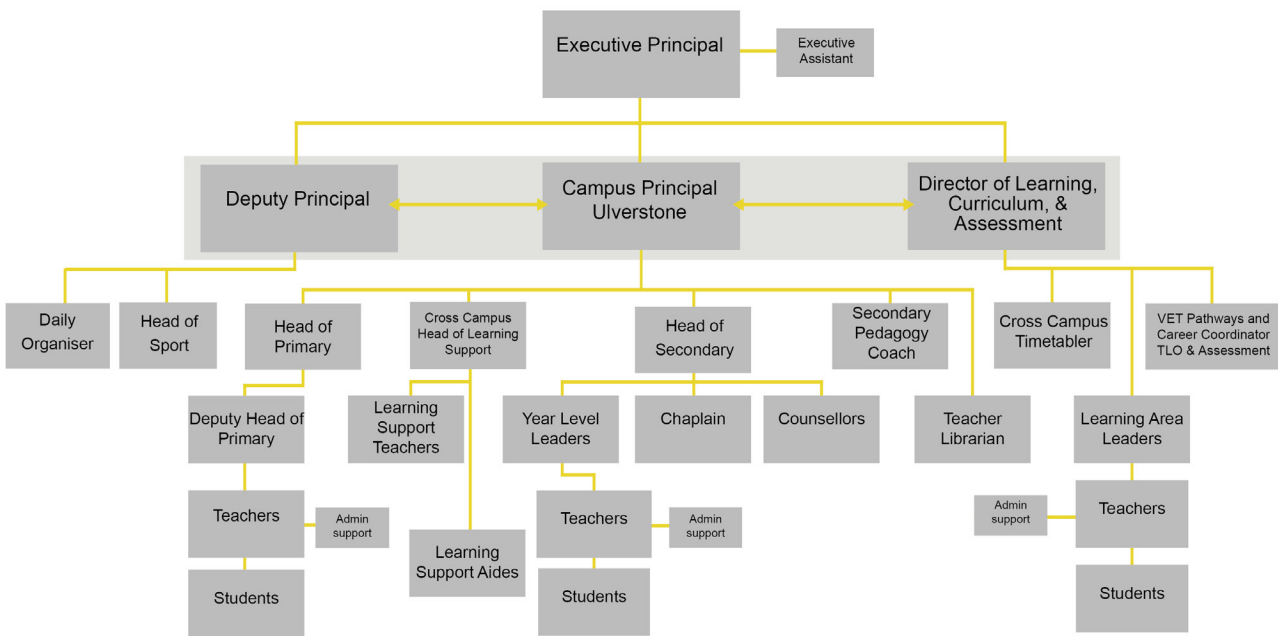
You value the function of the team.

## THE SENIOR LEADERSHIP TEAM

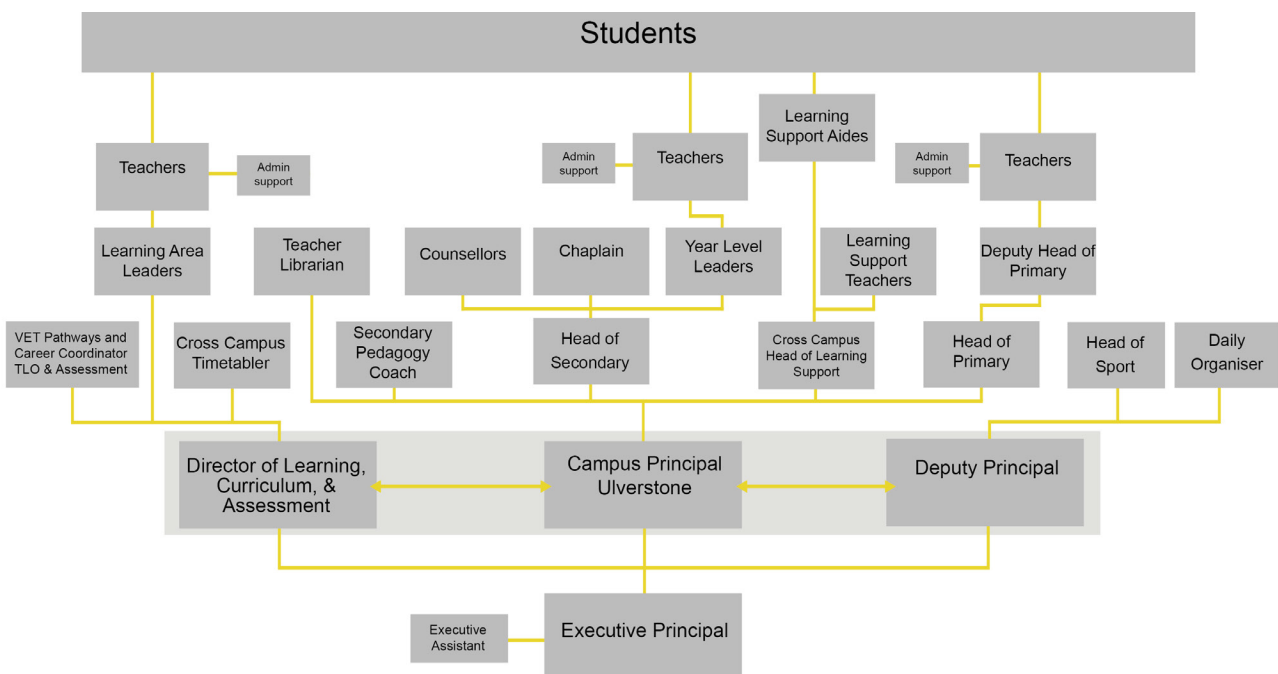


# About THE TEAM

## ORGANISATIONAL CHART - ULVERSTONE



*The leaders job is to support the growth and development of all the school. The reality of our school structure is actually reflected below:*



# How TO APPLY

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In the selection of a Deputy Principal, Leighland Christian School is seeking to appoint a leader, educator and administrator of the highest calibre who can build honest and authentic relationships with staff, young people, and their families.

## Candidate Statement

Applications for the role should include a Candidate Statement: A brief statement of application (no more than two pages) outlining what the candidate feels they will bring to this position and what they would expect to accomplish in the role.

## Response to Key Selection Criteria

Applicants must demonstrate the capacity to provide successful educational leadership through addressing the following key selection criteria and using examples from their current role (no more than four pages).

1. Clear evidence of a mature and flourishing Christian faith, with a well-developed understanding of, and commitment to, the principles of Christian education.
2. Highly developed skills in leading improvement, innovation, and change.
3. Demonstrated experience in leading and implementing a Restorative Practice framework.
4. Demonstrated experience in leading teams and building capacity.
5. Well-developed interpersonal skills and the ability to foster and nurture relationships with students and their families.
6. Effective problem-solving skills and initiative.
7. Demonstrated ability in working as part of a leadership team, in drawing on the strength of others.
8. Flexibility, ability to prioritise workload, effective and proactive management of multiple tasks.

## Curriculum Vitae Including:

- Full name, email address, and phone number.
- Positions held, including dates, scope of responsibilities and achievements.
- Details of education and qualifications.
- Any other relevant information, such as professional and community activities.

## Referees

Please provide full contact details of three referees. One of these needs to be your current Pastor/Minister.

Referees will be contacted only after prior consultation with the candidate.

## To apply

Please email through your application to CEN Consultancies Administrator, melinda.storm@cen.edu.au You will receive and email acknowledgement confirming receipt of your application.

**Start date: negotiable with candidate**

**Applications close: 10 April 2024**

We will be assessing applications as they are submitted; therefore, if you are shortlisted, you may be called for an interview before the advertised closing date.

Relocation expenses will be covered for suitable applicants.

# How TO APPLY

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Queries may be directed to the CEN Consultancies Administrator [melinda.storm@cen.edu.au](mailto:melinda.storm@cen.edu.au) or you may like to contact the school direct, please contact, EA to Executive Principal, Melissa Butcher on (03) 6425 0999.

Leighland Christian School is committed to providing safe environment for children. We want our students to be safe, happy, and empowered as we support and respect all students, as well as our staff and volunteers. This includes the safety of students from culturally and/or linguistically diverse backgrounds and students with disability. All staff at Leighland Christian School are required to complete the school's child protection training program. The staff handbook contains copies of the school's Child Safety Policy, Child Safety and Mandatory Reporting Policy and the Child Safety Code of Conduct, which all staff must read.

*We Serve* 





[www.leighland.tas.edu.au](http://www.leighland.tas.edu.au)