



**WILLIAM CAREY
CHRISTIAN SCHOOL**

Head Teacher High School Operations

Full Time

INFORMATION PACK

Please email your completed application and documentation to
employment@wccs.nsw.edu.au



Expect great things

VISION

**To see our students saved by Christ.
To see our staff and students live for Christ.
To see our students learn, grow and flourish.**

MISSION

**Transforming lives by the proclamation of
the Gospel and the delivery of an excellent,
Christian education that is accessible to the
whole community.**

MOTTO

**Expect great things from God,
Attempt great things for God.**



Our School

As a school community, we strive to:

- Grow in understanding of living God's way in God's world as God's image.
- Use evidence based research to drive outstanding teaching and learning practice.
- Offer and maintain an inclusive, supportive and safe teaching and learning environment.
- Promote a strong sense of belonging in our students, their families and the staff.
- Manage resources wisely to enable accessibility of the school to the whole community.

This means that a William Carey Christian School student is:
Well known, well cared for and well educated.

These three fundamental features of our school shape how we partner with students, families and the community to educate and grow the whole child.

WCCS students are **well known** by their teachers as individuals. Each student has been created by God, with their own strengths and requirements that need to be identified, acknowledged and met. This will allow students to be challenged and supported as they grow in knowledge and character, grounded in a clear understanding of who they are in God's world.

WCCS students are **well cared for** in an inclusive, supportive and safe school environment. Students have strong sense of belonging, a place where they can be nurtured, growing to be courageous and creative, challenged by the call of the Gospel, and given the conviction to shape the world, rather than being shaped by it.

WCCS students are **well educated** by teachers who make learning meaningful, seeing God's big picture and their place and purpose in it. Students learn how to learn, and are given opportunities to develop discernment and wisdom, developing their own unique character from the inside out.

Role Description

Details:

- Lead High School Operations, Leadership Level 2.
- Teaching load by negotiation with the Principal.
- Five (5) year term (negotiable for renewal)

Framework

Our task can be seen within the framework of:

- **Head** (the ruling side of things – biblical rule of faith and practice, NESA requirements, evidence based research, professional development),
- **Heart** (your passion for the gospel, for your subject, for colleagues and your students) and
- **Hands** (the practical component of what you do: administration, stewardship, implementation in our situation).

Working at William Carey gives opportunity and responsibility for staff to:

- To maintain a Christian lifestyle, growing in living God's way; promoting and modelling an understanding of living God's way in God's world as God's image;
- To develop their biblical worldview and to disseminate it.
- To share the gospel with students and parents, pointing them to Christ.
- To develop relationships with students, parents, colleagues and others that show the fruit of the Spirit, seasoned with salt, modelling Christ in their interactions and being sensitive to interpreting responses from students and parents who come from diverse cultural and religious backgrounds.
- To develop their professional skills, carrying out their duties in a competent and conscientious manner, while seeking opportunities to improve their knowledge and skills, including through participation in professional development.
- To work cooperatively to maintain a consultative and collaborative workplace
- To work humbly, following reasonable instructions given by their supervisor, complying with school policies and procedures, and being accountable for their own actions and decisions.

The Head Teacher HS Operations role:

The Head Teacher High School Operations is an administrative role responsible for ensuring the effective daily functioning of the High School by coordinating timetabling, staffing, variations to routine, examinations and key events. Working closely with the HS Deputy Principal and senior leaders, this leadership position drives operational excellence, oversees the induction and supervision of casual staff, and enhances school wide systems through proficient use of Compass and related systems. In addition to these responsibilities, the role includes a teaching component, models Christian character and convictions, and contributes to a biblically informed, high-quality learning environment that reflects the School's mission and values.

Reports to:

The Head Teacher of High School Operations reports directly to the High School Deputy Principal. Teachers report directly to their KLA Coordinator. Teachers report to the Deputy for cover for absences (as well as their KLA Coordinator), and to the Director of Teaching and Learning, for matters of accreditation.

Essential criteria:

- A person of evangelical Christian convictions and character, actively involved in a Bible-based Christian church and committed to the work of Christian education.
- Affirm and uphold the School's Statement of Faith and remain committed to teaching the curriculum from a Christian perspective and analysis, integrating a biblical worldview into all aspects of teaching and learning.
- Have a current Working with Children Check as legislated.

- Relevant tertiary qualifications to teach and accredited by NESA.
- Meet and maintain the criteria of the Australian Professional Standards for Teachers (APST) at proficient level according to legislation.
- An excellent classroom teacher with a deep and broad knowledge of current issues and best practice in education.
- Minimum five (5) years teaching experience, in teaching students within Stages 4 - 6, to meet a wide range of student learning requirements, including effective use of ICT in the classroom.
- Strong administrative and organisational skills, with the ability to manage complex tasks, prioritise competing deadlines, and maintain accuracy and consistency.
- Proficient in IT, including Microsoft 365 and Google Workspace, to streamline workflows, manage documents, and collaborate effectively.
- Exceptional communication skills, both verbal and written, with the ability to engage stakeholders and convey information clearly.
- Proactive, adaptable, and solutions-oriented, with a strong ability to anticipate needs, resolve issues, and stay flexible under pressure.
- High level of professionalism, including discretion and confidentiality, especially when handling sensitive information.
- Collaborative team player, able to work effectively with diverse teams and senior leaders while maintaining a positive, approachable demeanour.
- Self-motivated and independent, with a positive mindset, initiative, and enthusiasm for improving operational efficiency.
- Familiar with school operations, student information systems, daily organisation and timetabling software (highly desirable).

Head Teacher HS Operations role responsibilities:

Timetabling, planning, and School wide scheduling:

- Oversee the creation and maintenance of whole school timetables.
- Assist with the creation and advanced planning of the following year's school calendar.
- Set up Griddle Daily Organisation at the start of each year, including:
 - Loads for full time and part time staff (over/under loads)
 - Meeting schedules
 - Staff unavailability for covers
- Maintain and coordinate updates to the School Calendar on Compass in conjunction with the Deputy Principal, while ensuring the accurate administration of all events.
- Manage the Subject Selection process to support senior executive with elective line creation.

Daily High School operations:

- Ensure the effective and efficient day-to-day operations of the High School (Years 7 - 12).
- Construct and maintain playground duty, library student supervision, examination, and other operational rosters, ensuring their effective implementation.
- Oversee booking of casual teachers, including responsibility for the High School Casual Phone.
- Manage staff absences and organise the deployment of casual / relief teachers, including extended leave coverage.
- Cover teachers off class in Compass and organise daily room changes.
- Communicate internal daily announcements through Compass (News Items, Figleaf) and distribute official information to staff.
- Use Compass functionalities to improve school processes and operational efficiencies.
- Provide ongoing supervision, leadership and training to casual teachers.
- Assist in the induction and orientation process for new High School casual and permanent teaching staff.

Variations to routine coordination:

- Approve and administrate all High School curriculum related variations to routine, camps, excursions and incursions, including class coverage for students not attending.
- Manage and publish events and variations to routine via the School Calendar.
- Organise and post room changes for variation to routine.
- Chair the Week in Advance meetings and liaise with school leaders to ensure cohesive whole school operations.

Events and community engagement:

- Support the organisation of key school events (assemblies, Awards Assembly, parent-teacher interviews, information evenings).
- Oversee Parent-Teacher Night bookings (Conference in Compass) and Parent Information Evenings, ensuring clear communication with parents, students, and staff to deliver smooth, organised and positive events.
- Create assembly setup rosters and seating plans for High School assemblies.
- Ensure the School Events Calendar is accurate and updated.
- Liaise with the Facilities Manager/ Technical Officer to coordinate classroom or hall setups needed for events, including assemblies / meetings, or variations to routine.

Examination and assessment coordination:

- Administer and coordinate mandatory assessment programs (in consultation with the Director of Teaching & Learning) including, but not limited to, the National Assessment Program, PAT, HSC Minimum Standards, Years 7 - 12 Final Examinations.
- Oversee supervision rosters, room changes, catch up examinations, and the ordering of examination papers (liaising with the Dean of Students 10 - 12).
- Work with the Examination Coordinator to:
 - o Create and manage examination timetables and coverages,
 - o Organise catchup exams for students,
 - o Manage internal and external examinations, including NAPLAN and HSC Minimum Standards.

Teacher responsibilities:

In addition to the designated responsibilities of the Head Teacher of HS Operations, the individual is expected to fully uphold and perform the duties outlined in the Teacher role description, ensuring alignment with responsibilities of both roles.

Whilst the primary responsibilities of the position are articulated, it is expected that the incumbent will engage with the wider school community and participate fully in events and activities, playing an ambassadorial role as a senior representative of William Carey Christian School.

This Role Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this position. It is subject to review and modification by the Principal at any time in response to the changing needs of the School.



Statement of Faith

I affirm the following to be true and declare my commitment to living in accordance with these truths as a servant of Christ:

The Bible is God's personal words to us announcing and explaining the Good News of salvation through the person and work of Christ. The Bible bears the authority, power and presence of God himself as he speaks these words to us. His words are complete. We cannot add to, subtract from or change them. They speak to all cultures and societies.

God has also revealed himself in his creation and in human nature. Every human being therefore knows that God exists, that he is powerful and that God is justly angry with mankind and therefore we are all without excuse. This revelation offers no way of salvation and so the natural reaction is to suppress this knowledge of God or replace God with gods of our own imagination. The knowledge of the way of salvation is revealed only through the Bible.

God has also graciously allowed all humanity to have a measure of knowledge and understanding of his creation such that were we to live in peace and unity there would be nothing on this earth that mankind could not accomplish. This knowledge and understanding, being then distorted by sinful belief, is confused, and to varying degrees becomes damaging and dysfunctional. All knowledge and understanding needs to develop within the framework of God's self-revelation.

There is only one God who exists in three persons, who are revealed to be the Father, the Son and the Holy Spirit. Each person is equal and all of God. God has no parts or dimensions. Each person relates to the others in intimate love and perfect fellowship. Each person carries out distinct roles and functions.

God is not a part of the created order. He exists independently and yet he is intimately involved in his creation. God is infinite, eternal and unchangeable in his being, love, wisdom, power, holiness, justice, goodness

and truth. All that exists, including time and space, has been created by him and continues to operate and exist only by his word and power. There is nothing that happens that has not been planned by God, whether good or evil. His plans and purposes cannot be thwarted in any way by any person or power.

God created all that is not God. He did so to glorify himself. We exist for his glory which gives our lives eternal meaning and significance. God created human beings in his image to glorify God and enjoy him forever. Being created in the image of God, though now damaged by Adam's sin, sets us apart from and over all other creatures. The image of God is the whole person, and cannot be limited to an ability or character trait.

When the first man (Adam) chose to disobey God in hope of being God's equal, he and all his descendants, being born under his leadership, were then separated from God. Since God put all of the creation under the rule of mankind, Adam's rebellion caused his creation to no longer operate in accordance with God's design. Sin had entered the world and the original beauty of creation began to be destroyed, including our relationship with God, our relationships with each other, our bodies, minds, attitudes, emotions and the environment around us. Since then people have used everything and everyone for the selfishness of human pride, motivated by personal pleasure, greed and glory rather than for the glory of God.

Being 'dead in sin' – separated from God by that first sin – every human being is conceived and born an enemy of God, damaged by the effects of sin, unable and unwilling to accept the truth about God, or to do anything that would be acceptable in God's sight without God's initiative.

From before creation, God, in his mercy and grace, planned to save some of humanity through Christ. The penalty for sin is death. Because God is just, the penalty for sin must be paid. So God himself became

a man, Jesus. He was born of a virgin, lived a sinless life, defeated Satan, and died in the place of all who, by God's grace and enabling, would repent and entrust themselves to him for salvation. Having satisfied the justice of God, Jesus rose from the dead, ascended into heaven and continues as the head of a redeemed humanity, being those people whom he chose before He created the world. From heaven he then poured out the gift of the Holy Spirit upon his redeemed people. At conversion, each believer receives the Holy Spirit, the indwelling presence of God, to empower us for Christ's service and ministry to a fallen world. He gives his people the abilities to build up one another to live lives transformed into the character of Christ working together in the assemblies of the church.

Every believer in Christ is commanded and sent by God to bring the Good News of this salvation to the world and, by word, action and attitude, bringing peace and grace to bear in the wider community.

For any person to be saved they must hear the Gospel as revealed in the Bible, and by the grace and work of the Holy Spirit be born again, and so change their attitude, be sorry for their sin, hate it and determine to live in obedience to God, putting their trust in Christ alone for salvation. God then declares the believer to be innocent of all sin and blameless forever. This is God's work of grace in us, not a work we can do ourselves. We cannot earn it or deserve it.

The believer is adopted into God's family as a child of God, and therefore must be committed to a local church that faithfully teaches God's Word, the Bible. This involves taking one's place in the assembly of the church, serving God by working to build up fellow believers. Our aim is to glorify God, study his Word, and be transformed into the character of God while working together to bring the Gospel to the community. Worship of God is all of life.

While I submit under God to the civil authorities, I thank God for them and pray for them. I recognise that God is supreme and all authorities must ultimately answer to him.

I understand that I live as a citizen of God's Kingdom in a world ruled by a sinful humanity driven by the deceitfulness of Satan. I therefore expect and accept that I will suffer. I am determined to bear whatever God's plans for me may be, mindful of the suffering of Christ, and the grace that saves me. I acknowledge that God's will, working out in his ways and plans, is often above my understanding. I submit in faith knowing that God works all things together for the good of his people and for his glory. As a disciple of Christ I am determined to ever seek greater knowledge, wisdom and understanding from God's word so that I will constantly put away the habits of my old sinful nature. With fervent prayer I want to learn to live as the new creature I am in Christ, and to build up my fellow believers in faithfulness and service to him until he returns.

I look forward to the return of Christ. I believe in the physical resurrection of the dead, and the coming of a new creation. I acknowledge the certainty of final judgement for all, the reality of hell which is the fearful prospect that awaits those who do not turn to Christ. I therefore commit myself to making the most of the time I have to call all people to turn to Christ for salvation and eternal life.

I seek to serve and be of benefit to the local community through the ministry of Christian schools as a means to teach and model the Gospel and equip children and young people to live in God's world, God's way as God's image according to God's Word. This involves the teaching of the Bible, engaging with the scholarship and culture of our society through the teaching of the required curriculum from a Christian perspective and analysis. This is done with love and care for each person and family making up the school community.



Application Process

Your application should include the following parts:

- Your covering letter in which you address the selection criteria
- Your resume stating:
 - Your academic qualifications and institution which conferred them
 - Your professional history in education
 - Other relevant professional experience which you feel might support your application
 - Recreational and cultural interests in which you may have been involved in your previous schools
 - The names and contact details of three referees (only to be contacted at a final stage of selection)
 - One of whom is your current Principal
 - Another must be the minister or pastor of the church you regularly attend
- [An Application Form](#) from the WCCS website.

Please submit your application in an email with attached parts to **employment@wccs.nsw.edu.au**.

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