



**WILLIAM CAREY
CHRISTIAN SCHOOL**

Dean of Students (Years 7 - 9) Full time

INFORMATION PACK

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





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:

- Working in the High School, as Dean of Students Years 7 - 9, Leadership Level 3.
- Teaching load of one class, and allocation at the discretion of the Principal.

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 role:

The Dean of Students (Years 7 - 9) provides Christ-centred leadership in student wellbeing, learning, pastoral care, behaviour management, and school operations, supporting the Principal and Senior Executive in delivering the School's strategic vision. Guided by the William Carey Christian School framework of Head, Heart, and Hands, the role leads Year Advisers and wellbeing initiatives, supports student learning and transition, builds strong partnerships with families and staff, and contributes to a positive Christian culture where students are encouraged to grow academically, socially, emotionally, and spiritually.

Reports to:

The Dean reports directly to the Deputy Principal of High School, as well as the KLA Coordinator for teaching role, 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.
- A current and valid paid Working with Children Check clearance prior to commencement of employment, with ongoing maintenance of this clearance throughout employment.
- Appropriate teaching qualifications, current NESA accreditation, demonstrated secondary teaching experience, and the capacity to provide effective pastoral, wellbeing, and educational leadership within a Christian School environment.
- Demonstrated leadership capability and a capacity to lead and develop students, staff, teams, and student support initiatives, such as Year Advisers, wellbeing programs, pastoral care frameworks, or other educational leadership responsibilities.
- Meets and maintains the criteria of the Australian Professional Standards for Teachers (APST) at a proficient level.
- High level of professionalism, including discretion and compliance with privacy policies, especially when handling sensitive information.
- Exceptional communication skills, both verbal and written, with the ability to engage stakeholders and convey information clearly.
- 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.
- Proactive, adaptable, and solutions-oriented, with a strong ability to anticipate needs, resolve issues, and stay flexible under pressure.
- 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.

Teacher role responsibilities:

In addition to the designated responsibilities of the Dean role, the individual is expected to fully uphold and perform the duties outlined in the Teacher role description, ensuring alignment with both instructional and leadership expectations.

Strategic leadership and School operations

- Support the Principal and Senior Executive leadership team to develop, optimise and implement School strategy.
- Work closely with the Senior Executive to lead, develop and deliver the School's strategic direction, collaborating on educational and business initiatives, policy, compliance, student and operational matters.
- Work collaboratively with the Senior Executive to develop a 'whole of school' approach to learning and care that inspires students and provides a seamless experience through all stages.
- Contribute to the design, development and implementation of the School's strategy and the translation of the strategy into organisational plans that deliver outcomes in welfare and student learning.
- Provide leadership and build the team culture by engaging all staff in the School's vision and mission.
- Contribute to School policies, including review and monitoring, to ensure alignment and compliance with the School's strategic direction and statutory requirements.
- Collaborate with Learning Support staff, teachers, parents, and external agencies to develop, implement, monitor, and review Individual Plans - Education (IPs) and other adjustments that support student learning, wellbeing, and achievement.
- Maintain confidentiality, adhere to all privacy policies and support the School leadership.

- Work collaboratively with the Business Administrator, Marketing/Communications and Enrolments personnel to ensure the optimal performance of the School.
- Organise and lead School assemblies, as required.
- Monitor and report on attendance patterns and implement appropriate strategies to support student engagement, wellbeing, and academic progress.
- Lead, manage and implement special projects as defined and required by the Principal.
- Utilise the Student Information System (SIS) to access information, support administrative processes, and create events as required.
- Fulfill teaching duties delivering high quality, biblically informed education that engages students of all abilities, fosters academic excellence, and nurtures spiritual growth.

Student wellbeing, learning and pastoral care leadership

- Lead and oversee Year Adviser and pastoral care teams (Years 7 - 9) in supporting student wellbeing and delivering the School's strategic priorities.
- Provide leadership and direction for the School's pastoral care framework, fostering a positive, inclusive and engaged student culture.
- Oversee student wellbeing, support and behaviour management processes, including restorative practices and interventions that uphold the School's standards and support students facing challenges.
- With a focus on students in Years 7 - 9:
 - o Assist in the day-to-day leadership of the High School through efficient and effective management of students.
 - o Develop and maintain a high visibility and sense of connectedness with students.
 - o Manage and respond to matters of student wellbeing and discipline to support students' academic progress.
 - o Manage student wellbeing programs.
 - o Develop and monitor systems to support effective student learning, including working with Primary Executive staff to support students in a smooth transition from Primary into Year 7.
- Engage in building and sustaining a positive School student culture.
- Collate data and engage in regular Year 7 - 9 reviews to respond to patterns of student behaviour and academic progress, to establish and monitor individual student plans.
- Relate and interact with students to achieve a level of connectedness that is engaging, reflects a high level of personal commitment, is responsive to the attitudes, needs and life challenges of students.
- Build positive relationships with students, as appropriate to needs, to support their development and wellbeing.
- Oversee relevant wellbeing programs, including camps and year-based events (Year 7 - 9).
- Act as a consistent point of escalation, from classroom teachers, in matters of student welfare/discipline, and work collaboratively with the Dean of Students (Years 10 - 12) to support student welfare and discipline matters when required.
- Provide prompt, fair and respectful wellbeing/discipline of students in relation to conduct infringements (including but not limited to) classroom, playground conduct, uniforms and ICT.
- Liaise with KLA Head Teachers to support teaching staff in relation to classroom management.
- Engage with internal and external educational services and develop student Individual Plans (IPs), including behaviour plans, student risk assessments, etc.

Parent, community and stakeholder engagement

- Positively promote the School with all key stakeholders and the wider community.
- Maintain a strong presence in both the student and parent community, acting as an ambassador of the School by leading and being actively involved in key events for parents through the year.
- Engage in parent teacher interviews for assigned class, information nights, transition evenings, school assemblies, and the wider school community events.

- Organise and lead Primary to Year 7 transition day and information evenings.
- Actively manage initial parent, stakeholder and broader community concerns in line with school policy and practice. Engage in resolution of complaints and, where appropriate, elevate matters to the Senior Executive to ensure effective management and mitigation.
- Engage directly with students, modelling attributes and behaviours which define excellent Christian education.
- Provide timely communication with parents in relation to academic progress and welfare matters.
- Engage with professional, educational and School associations and networks, for ongoing professional learning, to build relationships and networks that create current and future opportunities for the School and its students.
- Access Independent Schools NSW, where appropriate, to ensure appropriate support and access to resources for the School.
- In conjunction with Year Advisers, meet with prospective School students and families/carers prior to and/or during the admissions process.

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

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.

Other Ways God Reveals Himself

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.

Human Knowledge

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.

The Trinity

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's Sovereignty

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.

Humanity

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, male and female, 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.

Marriage

God created marriage to be an exclusive commitment between one man and one woman for life. All sexual activity outside of that relationship is contrary to God's design and character.

Sin and its Consequences

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 sexuality, our relationships with each other, our bodies, minds, attitudes, emotions, and the environment around us. Since that time, 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.

God's Saving Work Through Jesus

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 God chose before He created the world.

The Holy Spirit

From heaven God 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.

Bringing Good News to the World

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.

Responding to the Gospel

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.

Commitment to a Local Church

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 active and regular participation in the

local church, taking one's place in the assembly of the church and 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.

Civil Authorities

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.

Accepting God's Plans For Us

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.

Living as Disciples of Christ

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.

Christ's Return

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.

Christian Schools

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. The ministry of Christian schools involves weaving the story and teaching of the Bible as the key thread through the curriculum and in everyday practices, activities and operations while engaging with the scholarship and culture of our society. 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:
 - o Your academic qualifications and institution which conferred them
 - o Your professional history in education
 - o Other relevant professional experience which you feel might support your application
 - o Recreational and cultural interests in which you may have been involved in your previous schools
 - o 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.

Expect great things