

# Principal – Concordia Campus Position Information





## Vision

# Engage. Achieve. Serve.

## Mission

Our mission is to provide a vibrant education, rich in opportunities, delivered within a caring, supportive environment, and informed by the gospel of Jesus. Our learning community connects people, ideas and experiences allowing us to strive confidently, to engage, achieve and serve.

## Values

Our values define our learning community and guide our relationships and interactions.

### ***Caring*** – *Support each other*

As a caring community, we believe we are better together. We act in the spirit of grace because we recognize God's love for us. We actively look for opportunities to support each other as we learn and grow.

### ***Integrity*** – *Be consistent with our convictions*

We commit to being authentic and honest in everything we do.

### ***Personal Excellence*** – *Be our best*

We will challenge and encourage each other to achieve our personal best in all of our endeavours.

### ***Respect*** – *Value each other*

We accept and celebrate differences and believe that they enhance and enrich our community. We aim to make people feel valued and appreciated.

### ***Responsibility*** – *Own our Actions*

We take personal accountability for our learning and actions. We build a sense of social responsibility and commit to making a positive difference in our communities and in the world.



## Contents

Vision Mission Values	2
Appointment Information	4-5
College Governance, Background and Structure	6-7
Role of the Principal	8-9
Selection Criteria	10-11
How to Apply	12-13
Selection Process	14

# Appointment Information

## Introduction

Following the retirement of Mr Lester Saegenschnitter at the end of 2017, a vacancy exists for the position of Principal at Concordia Campus. The Concordia College Board is seeking to appoint a new Principal who is an outstanding educator and visionary leader with the capacity to embrace and implement the College values and ethos. The appointment will commence 1 January 2018 unless otherwise negotiated. The Concordia College Board has prepared an information package and developed a selection process which is outlined in this document.

## Invitation

On behalf of the Concordia College Board, I would like to invite you to apply for the position of Principal of the Concordia Campus of Concordia College.

Concordia College is situated in Highgate, an established eastern suburb of Adelaide, South Australia. Set in a safe and attractive environment, away from main roads, the College is five minutes' drive from the city's Central Business District.

Concordia College today, is a thriving, dynamic, forward-looking community that learns and lives according to the Concordia College motto: *firm in principle, gentle in manner*.

Originally established in 1890 at Murtoa, Victoria, Concordia Campus moved to its present Highgate site in 1905.

On 1 January 2016, St John's Lutheran School and Concordia College amalgamated into a new educational institution called Concordia College. At this time the Concordia College Board determined to establish a 'Co-Principal' leadership structure within the College. This model provides for two Principals working in close collaboration to realise the broad mission and vision of Concordia College, while at the same time providing leadership to their respective campuses. The ELC-Year 6 component is identified as the St John's Campus, while the Year 7-12 component is identified as Concordia Campus. Current enrolment is approximately 410 students from ELC – 6 and 890 students from Years 7 – 12.

Concordia College aims to prepare students for a life of dedicated service in society. Concordia College maintains strong links with the Lutheran Church, with a particular affiliation to St John's Lutheran Church, Unley, with which it has a Memorandum of Understanding and a close working relationship with the Pastor and staff. Concordia College is a strong contributor and member of the Lutheran Schools Association of SA, NT & WA. Concordia College strongly supports its involvement with the Association of Independent Schools in SA.

The ongoing development of IB curriculum frameworks, the Australian Curriculum, SACE, VET and the continuing exploration of new ways to use digital technologies in support of student learning are important components of the Strategic Plan of Concordia College. ICT is deeply embedded into school life.

During the last 15 years, there has been a growing emphasis on the integration of information and communication technologies in teaching and learning across all areas of the curriculum. Learning continues to expand beyond the classroom with camps, retreats, many different service learning experiences and the growth of student exchange programs.

Concordia College has played a central role in Lutheran Education circles and is the oldest Lutheran Secondary School in operation in Australia. The next Principal of the Concordia Campus of Concordia College will embrace the history and culture of Concordia College while leading change in the contemporary educational environment.

This is an outstanding opportunity for a Lutheran educator to help shape the dynamic future of this vibrant College. I encourage you to consider the opportunity to lead this highly regarded College and invite you to submit an application. Please do not hesitate to contact me, if you have any questions or wish to discuss this opportunity.

Yours sincerely

**Mrs Sylvia Andersons**

Chair – Concordia College Board



# College Governance, Background and Structure

## Governance

Concordia College is a school of the Lutheran Church of Australia, SA-NT District and a member of the system of schools operated by the Lutheran Schools Association of SA, NT, WA Incorporated, which is the authority of the school in relation to State and Commonwealth Governments. Responsibility for governance is delegated to the Concordia College Board, whose members are drawn from the Lutheran Church of Australia SA-NT and St John's Lutheran Church, Unley either by election or appointment. The Principals of each campus are non-voting members as are the Business Managers of each campus. The Pastor of St John's Lutheran Church is also a consultant to the Concordia College Board.

The Concordia College Board is responsible for establishing policy, providing the fabric and facilities of the College and monitoring its educational program and financial affairs, while setting future directions through an agreed strategic plan. It is concerned with the general oversight of the College, while the day-to-day running of the school is delegated to the Principals.

The Concordia College Board is supported by five Sub-Committees in the areas of Governance, Education, Finance, Spiritual Life and Property.



# The Curriculum Frameworks

## Years R – 6

St John’s Campus has offered the International Baccalaureate Primary Years Programme (IB PYP) since 2012. It is aligned with the Australian Curriculum.

## Years 7 – 10

Concordia Campus has offered the International Baccalaureate Middle Years Programme (IB MYP) since 2000. It is aligned with the Australian Curriculum.

## Years 11 – 12

The majority of the students complete the South Australian Certificate of Education (SACE).

Since 2011 the IB Diploma Programme (IB DP) has been an alternative program for Year 11 and 12 students.

## VET opportunities are supported in Years 11 and 12.

These curriculum frameworks all promote student-centered learning and the development of independent learning skills designed to equip young people with life-long qualities that extend beyond the classroom into the community. Many school organised service activities support this.

# College Structure

The College consists of two campuses on the one physical site: St John’s Campus comprises ELC to Year 6, and the Concordia Campus comprises Year 7 to Year 12. Each has its own specialist facilities. The day-to-day management of each of the campuses is the responsibility of each Principal.

The Executive Team of Concordia Campus consists of the Principal, Head of Middle School, Head of Senior School, College Pastor, Director of Staff, Director of Student Learning, Business Manager, Director of Community Relations and ICT Manager. Concordia Campus Executive team meetings are held fortnightly with joint campus meetings being held at least once a term.



# Role of the Principal

## Role

The position of Principal of Concordia Campus involves providing spiritual, administrative and financial leadership. The Principal leads and inspires a cohesive team of teaching and non-teaching staff that provides and facilitates a range of quality learning experiences for students in a vibrant and supportive community.

## Responsibilities

The Principal is responsible for the management and day-to-day operations and business of the Concordia Campus. The authority to exercise managerial powers is delegated from the Concordia College Board, which retains responsibility for the overall governance of the College. The Principal oversees educational programs and developments. It is essential that the Principal and the Concordia College Board work together and have confidence in one another. The Concordia College Board operates with a deep understanding of the difference between governance and management.

Good governance involves the Concordia College Board and the Principal having an open and honest relationship where there is an effective flow of communication between the parties. As it is the Chair's role to act as the Board's primary channel of communication with the Principal, trust, honesty and respect between the Principal and the Chair are essential aspects of good governance. The Principal should attend all Concordia College Board Meetings except those at which the Principal's performance is to be discussed. The Principal is a consultant to the Concordia College Board.



The Principals of Concordia College are the chief policy and strategic advisors to the Board.

The Principal has a clearly defined role with responsibilities, delegations and authority in the areas of:

- governance
- management
- educational leadership
- staffing
- ministry
- managed expenditure
- the College Strategic Plan
- public relations and external communications
- staff performance management
- meeting key performance indicators

## School Culture

Concordia College supports an environment that encourages the growth of each individual's spiritual, intellectual, cultural, social and physical capabilities.

The heart of Concordia College is expressed in our motto; Firm in principle, gentle in manner. The education and growth of the whole person is central to the purpose of the College. This is realised through high expectations in a culture of openness and forgiveness in a Christian community.

The vision of Concordia College: Engage, Achieve, Serve; permeates every aspect of our school life. An encouraging school environment with professional, caring teachers provides a firm basis for students to engage with their learning. We believe this is vital in allowing them to strive to achieve their best. This in turn enables them to be positive contributors to the world through service to others, both locally and globally.



# Selection Criteria

## 1. Mandatory criteria

The successful applicant must:

- a. be an active communicant member of the Lutheran Church
- b. be accredited to lead a Lutheran School as outlined by LEA policy (applicants not yet accredited must complete accreditation within the life of their first contract)
- c. have significant and successful experience in teaching, leading and educational administration
- d. be a highly regarded and experienced teacher with prior similar experience in leading and managing a school
- e. hold a post-graduate qualification in leadership and/or management
- f. hold or be eligible for teacher registration through the Teachers Registration Board of South Australia

## 2. Key selection criteria (must be specifically addressed in the written application):

The successful applicant must have demonstrated:

- a. effective leadership experience, with evidence of superior interpersonal and communication skills
- b. ability to think strategically and lead within a complex College
- c. a proven capacity to work collegially with governance and senior leadership
- d. commitment to continuous improvement
- e. experience in successfully motivating others in the pursuit of high quality education experiences for students
- f. ability to lead and oversee the financial sustainability of the College
- g. contribution to the spiritual development of staff and students
- h. active participation in relevant professional networks





# How to Apply

The *Position Description*, *Duty Statement* and *Application Form* for this position can be accessed on the College website, [www.concordia.sa.edu.au](http://www.concordia.sa.edu.au), under 'About' > 'Employment'. If there are any questions about the position or the application process, please contact the Lutheran Schools Association, who can put you in touch with the appropriate person.

## Guidelines for Preparing the Application

For the purpose of selecting the Principal, the Concordia College Board has created a Selection Panel. This panel is comprised of Concordia College Board members and other persons who, in the opinion of the Board, have the experience, qualifications and expertise to advise the Concordia College Board on the most suitable person to appoint as Principal. The Panel includes the Principal of St John's Campus of Concordia College and the Executive Director of the Lutheran Schools Association (LSA) or representative.

The Selection Panel regards the selection process as a confidential two-way communication process involving applicants and the panel. Applicants are encouraged to write and speak openly and fully concerning their vision and plans for Concordia College. The Selection Panel will carefully and seriously consider all applications with a view to recommending an appointment based solely on merit.

The respective merits of each of the applicants will be assessed against the Mandatory Requirements and the Key Selection Criteria. The Selection Panel will use the Key Selection Criteria to assess each applicant's written application, responses to questions asked at the interview, and performance on any other task which may form part of the selection process.



Applicants will be selected for interview by the Selection Panel based on the assessment of their written application and details including referees contained in the general application form completed by all candidates.

**The written application must comprise the following:**

- (a) A brief Statement of Application (no more than two A4 pages) in which the applicant introduces themselves, their educational vision and philosophy, their reasons for applying, and a response to the Mandatory Requirements.
- (b) A comprehensive response to each of the Key Selection Criteria (no more than four A4 pages in total).
- (c) Curriculum Vitae covering:
  - 1. Full name, home address, confidential email address, mobile and phone contact details
  - 2. Nationality and citizenship
  - 3. Teacher registration details
  - 4. Positions held, dates, scope of responsibilities and key achievements
  - 5. Qualifications
  - 6. Any other relevant information, such as relevant memberships, involvement in professional and community activities and organisations
- (d) The names, addresses (postal and email) and contact telephone numbers of at least four (4) confidential referees. These must include:
  - 1. applicant's present or previous employer (either Principal or Council Chair)
  - 2. a person who is familiar with the applicant's academic and professional background and recent experience
  - 3. a person who can authoritatively comment on the applicant's personal qualities and capacity to lead
  - 4. a Lutheran Pastor



# Selection Process

The Selection Panel reserves the right to contact relevant referees who have not been nominated by the applicant. Applications that are incomplete, or do not address the matters listed above, may not be considered further.

Applicants selected for an interview will be provided with additional information prior to interview.

Applicants should be aware that interviews will be conducted at the Lutheran Schools Association Office in North Adelaide, South Australia on dates to be determined by the selection panel. Interviews with international applicants will be conducted via video call.

The selection process will be conducted by the Selection Panel with complete confidentiality. Applicants are advised that the current Principal and staff will not be handling enquiries in relation to this appointment.

Applicants should note that they may be required to undergo a medical assessment prior to commencing the position and must obtain a DCSI Screening Check for working with children, issued through the Department of Communities and Social Inclusion.

## Applications

Applications are to be marked Strictly Confidential and addressed to the Executive Director Lutheran Schools Association, John Proeve, either by email or post:

Email Address: [john.proeve@lsa.lutheran.edu.au](mailto:john.proeve@lsa.lutheran.edu.au)  
Postal Address: Mr John Proeve – Executive Director  
Lutheran Schools Association  
137 Archer Street, North Adelaide SA 5006



## Terms and Conditions

The contract of employment with the successful applicant will be on terms and conditions commensurate with the responsibilities and challenges of the position of Principal of the Concordia Campus of Concordia College. In determining those terms and conditions, the Concordia College Board will be guided by the Lutheran Schools Association.

The contract will include the following:

1. based on successful appraisal, a five-year contract which will be renegotiated in the fourth year
2. a comprehensive performance appraisal in the fourth year
3. provision for annual review of remuneration
4. provision of paid sabbatical leave as agreed between the Concordia College Board and Principal
5. a salary package commensurate with the position being offered
6. reasonable relocation expenses

## Dates

1. Applications close: 4.00pm, Thursday 18 May 2017
2. Appointment commencement 1 January 2018

## Further Enquiries

Enquiries are to be directed to: Mrs Sylvia Andersons by contacting the Lutheran Schools Association office on 8267 5565.





# CONCORDIA COLLEGE

## ELC - Year 6

20 Highgate Street, Highgate SA 5063  
t. 08 8271 4299

## Year 7 - Year 12

24 Winchester Street, Highgate SA 5063  
t. 08 8272 0444

e. [mail@concordia.sa.edu.au](mailto:mail@concordia.sa.edu.au)  
[www.concordia.sa.edu.au](http://www.concordia.sa.edu.au)

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