



Immanuel Lutheran College

Walk as Children of the Light



Director of Wellbeing P-6
Candidate Information Pack

Introduction

An opportunity for a Director of Wellbeing P-6 is available at the College commencing Term 2, 2023 until December 2027. This is an exciting opportunity to join a supportive leadership team in a vibrant and growing community, nestled in the heart of the Sunshine Coast.

The College has prepared an information package and associated selection process, which is outlined in this document.

About Us

Established in 1979, Immanuel Lutheran College is the product of a local vision - to see the establishment of a school in the Lutheran tradition that would make quality Christian education available to the local area. Over the years, the College has prided itself on delivering an authentic, rich and diverse education experience within the spectacular surroundings of an unrivalled campus on the Sunshine Coast.

Immanuel Lutheran College is a Kindergarten to Year 12 independent school that has forged a reputation for excellence that goes well beyond the academic results of its students. Whilst our enviable academic record is fostered and celebrated, our College takes equal pride in focusing on the wellbeing and development of the 'whole' child, in line with Gospel principles. In addition, a co-located Early Learning Centre serves the needs of students from two years of age, in both Kindergarten and long day care models. Immanuel Lutheran College also operates and manages an outdoor education second campus at Mt. Binga, approximately two hours drive west of the Sunshine Coast.

Just as a young child starting to walk must learn the importance of balance, so too must all our students as they take their first steps towards independence. Providing that balance is essential and means placing equal emphasis on each student's academic, cultural, social, physical, spiritual and pastoral development.

The core values of the community play a vital role in this development, and Immanuel strives to provide an environment where students are valued as individuals, where they are inspired to learn and where they develop a spirit of service, both to each other and to the wider community.

The success experienced by our 'Old Scholars' is evidence of the unique spirit that Immanuel instils in each individual and is a strong testament to the quality of our educational program. Immanuel Old Scholars can be found living and working successfully all around the world, yet remain connected to us.



Core Values and Beliefs

Immanuel Lutheran College is a school of the Lutheran Church. There have been Lutheran Schools in Australia for over 185 years, and currently, there are 82 nationwide enrolling approximately 35,000 students. Immanuel is part of this Lutheran schooling system in Australia and shares the foundations and traditions of these (largely systemic) schools.

In striving to achieve these goals for its students, Immanuel Lutheran College values are as follows:

Centrality of the Gospel

We acknowledge God's Word and Christ's love as the guide for our community.

Worth of the Individual

We believe each person is valued by Christ and should be supported to grow in all areas of their life.

Excellence

Our aim is to strive for educational excellence that is life-related and future-oriented.

Importance of Relationships

We believe that in Christ, all are equal and should be committed to each other in caring and supportive relationships.

Service

We believe that we are to serve one another and the wider community.

Respect for the Environment

We believe we are to preserve, protect and interact with the natural environment.

Sense of Community

Our school spirit and our engagement with the wider community builds a sense of who we are as a College.

Vision Statement

Inspiring Learning – Building Community – Enriching Lives

Mission Statement

Immanuel graduates will be identified by their confidence, optimism and respect for healthy relationships. They will be highly competent and capable of making a positive contribution to their country and the world. They will be well-grounded with a sense of who they are in the world and a set of values that is founded in faith, reason and knowledge.

College Motto

The College motto, Walk as Children of the Light, points us in the direction we must be going. We have more fully come to know Jesus Christ, who is the Light of the World, and to know what it means to be "Children of the Light." The motto tells us then to be what we are, and thus a major objective of the College is to expose its students to the Light of the World and His plan for them.

College Logo

Our logo shows the Cross of Christ in front of the rising sun. Since the sun gives us light, the logo highlights Jesus as the Light of the World. Light also reveals and exposes, and thus we are reminded to look at ourselves as Jesus sees us. The sun is a symbol of the Sunshine Coast and its surf, sand and enjoyment. The Cross is a symbol of Christ and His love for the World. When these two symbols are put together, we have a picture of Christ in the world where we are.



College Structure

The College consists of two sub-schools on one campus. The Primary School comprises Prep to Year 6 and the Secondary School Years 7 to 12. Each has its own specialist facilities. The day-to-day management of the sub-schools is the responsibility of the Heads of Primary and Secondary School, who are in turn responsible to the Principal.

The senior management team is known as the Executive Leadership Team. It consists of the Principal, Heads of Primary and Secondary Schools, Head of Business Operations, Deputy Heads of sub-schools and the Head of People and Culture, and meetings are held fortnightly.



College Facilities

Over the last seven years, the College has invested over \$30M in facilities development, transforming a 40-year-old school into a contemporary, 21st-century learning environment. While predominantly focusing on learning areas in recent times, the College enjoys an aquatic centre featuring a 25m pool and Learn to Swim school, an award-winning Environmental Centre, twin court basketball stadium and a soon to be completed state-of-the-art multipurpose facility.

Importantly, the College is surrounded by rainforest and has a significant focus on environmental sustainability, which is reflected in all our building and facilities designs. The College's Master Plan was reviewed in 2018 and is constantly monitored to ensure the needs of the community are being met.



The Position

The College is seeking applicants with outstanding experience and qualifications in educational and pastoral leadership in a P-6 setting. The Director of Wellbeing P-6 role requires a visionary and evidence-based approach to Pastoral Care and Wellbeing and its application, and people-focused leadership with skills and demonstrated experience in management and administration.

Reporting Relationships

The Director of Wellbeing P-6 is responsible to the Principal through the Head of Primary School.

Key Responsibilities

The role holder will be required to assist the Head of Primary School in fulfilling the aims and purposes of Immanuel Luther College, supporting the philosophy and ethos of the College and assume the overall management of Pastoral Care and Wellbeing in the Primary School.

The Director of Wellbeing P-6 will undertake the following responsibilities:

General

- actively support the values and ethos of the College;
- ensure staff within the Primary School embed the core Lutheran Education Australia (LEA) values: love, justice, compassion, forgiveness, service, humility, courage, hope, quality and appreciation;
- hold appropriate, or be willing to gain, Lutheran accreditation leadership qualifications as required by the Lutheran Church of Australia (Pathways - Accreditation Teacher);
- be committed to undertaking out-of-hours activities related to promotional and educational aspects of the College, including attendance at camps as required, and carry out all duties in a spirit of Christian compassion;
- perform such other duties as the Principal may assign from time to time;
- Assist with the management of Primary School staff absences, particularly emergency cover; and
- Fulfil a teaching load of up to 0.2FTE by negotiation with the Head of Primary School.

Leadership

The Director of Wellbeing P-6 is responsible for supporting the Head and Deputy Head of Primary School with the day-to-day operation of the Sub-School, with specific focus on:

- leadership through modelling and innovation in the area of student wellbeing;
- management of student issues;
- development and review of the Sub-School procedures in pastoral care and wellbeing;
- supporting the P-12 Learning Enhancement Coordinator, College Chaplains and Counsellor in the spiritual and emotional journey of students in the Primary School;
- facilitating positive relationships in students, staff and parents;
- sub-school budget development and monitoring as it relates to wellbeing and pastoral care;
- provide leadership and work collaboratively with the Pastoral Care Coordinators in the Primary School;
- preparation of Primary School timetables and duty rosters;
- in the area of pastoral care and wellbeing, lead Primary School events such as, but not limited to, Assemblies, Open Days, Orientation Days, Under 8's Day, Grandparent's Day, Year 6 Graduation, Awards evenings and Parent Information evenings; and
- assume the role of Acting Deputy Head of Primary School as requested.

Pastoral Leadership

- actively focus on the individual students and their families within the College community;
- ensure a school environment that is positive and safe for all members;

- work in collaboration with the Principal and the Primary School Leadership Team:
 - a. to develop and implement an effective approach to and system of pastoral care of students and staff which is consistently applied across P-6 and P-12
 - b. where necessary, address particular issues of behaviour management through the P-12 Building Responsible Behaviours framework
 - c. foster positive staff morale and wellbeing.
- leading the development and implementation of Pastoral Care programs, practices and procedures within the Primary School;
- support teachers in the implementation of effective student management procedures;
- lead the Student Representative Council alongside the Primary School Captains and Vice Captains;
- ensure that student management in the Primary School is fair, consistent and that students learn to take responsibility for their actions;
- apply consistent standards of expectation in relation to student behaviour, attendance, punctuality, uniform, and personal grooming;
- encourages a spirit of excellence, responsibility and cooperation within students across P-6;
- model effective, fair and just management of staff;
- liaise with the class teacher, Learning Enrichment staff, College Chaplain and Counsellor with regard to the particular pastoral support of students with special needs, including chairing the Students of Concern (SOC) in the Primary School; and
- liaise with parents and relevant staff to ensure effective practices are in place to support students through milestone transitions such as entry to Prep and transition to Year 7.

Emotional Leadership

- contribute to the continued development and achievement of the College's Strategic Plan, specifically but not limited to pastoral care and wellbeing;
- focus on the development of the Primary School as a Professional Learning Community of the highest quality, and support the implementation of Curriculum initiatives across the Primary School;
- foster and promote excellence in learning and teaching, with specific reference but not limited to pastoral care and wellbeing
- model and monitor quality teaching and learning practice with a focus on student learning outcomes, including mentoring and coaching staff specifically in Pastoral Care and Wellbeing program implementation;
- participate fully in the life of the College by attending meetings and presentations where required;
- as required, facilitate meetings with parents, students and staff; and
- convene, as required, forums comprised of students, staff and parents to consider a range of specific College operations.

Knowledge, Skills and Experience Required (Selection Criteria)

- A registered teacher with demonstrated competence in teaching and learning in the classroom
- Accredited, or seeking to be accredited, as a leader within Lutheran Education
- Holding academic qualifications in keeping with the level of responsibility and preferably including relevant postgraduate study
- Relevant or related experience at an equivalent level of leadership
- Actively support the values and ethos of the College with the ability to relate the Gospel message to the advertised role and encourage a spirit of Christian care amongst staff and students
- A visionary and evidence-based approach to pastoral care and wellbeing and its application to the College setting
- Demonstrated effective skills in administration, interpersonal relations, planning and programming

- Conversant and experienced in using digital technologies relevant to the management of a school
- Demonstrated ability to lead teams and effect change within an organisation
- Ability to analyse problems and formulate clear and effective solutions
- Superior organisational ability and demonstrated self-motivation in setting goals, prioritising work and managing multiple tasks
- Demonstrated ability to relate effectively to a diverse range of staff and students

Salary and Conditions

- The position of Director of Wellbeing P-6 is a full-time position with teacher holidays.
- Probation period: Six Months
- Salary: Commensurate with the senior nature of the role
- Hours of Duty: 76 hours per fortnight
- The Director of Wellbeing P-6 is expected to engage in ongoing professional development through relevant training, networking and sharing of knowledge and skills. This will be done with the objective of making a real contribution to Immanuel Lutheran College and adding value and a high level of competence to the role.
- Formal appraisals will be undertaken in the second and fourth years of this contract period.
- Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of the Director of Wellbeing P-6 position at their discretion in order to most effectively serve the needs of the College.

Employment Conditions

- The term of the appointment to the position of Director of Wellbeing P-6 is tenured for 4.75 years. Employment is notionally 38 hours a week.
- Leave loading is inclusive in leave for the role.

Application Process

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

The written application should comprise the following:

- (a) A brief statement of application (no more than one A4 page) in which the applicant introduces themselves and reasons for applying.
- (b) A comprehensive response to each of the selection criteria (no more than three A4 pages in total). Applicants should support their claims with references to particular achievements.
- (c) Curriculum Vitae covering:
 - full name, home address, confidential email address, mobile and phone contact details.
 - nationality and citizenship.
 - positions held dates, the scope of responsibilities and key achievements.
 - details of education and qualifications.
 - details of congregation membership (as applicable).
 - any other relevant information, such as involvement in professional and community activities and organisations.
- (d) The names, addresses (postal and email) and contact telephone numbers of at least three confidential referees. These must include:
 - applicant's present or last employer (either Principal, Council Chair or relevant Line Manager);
 - a person who is familiar with the applicant's academic and professional background and recent experience;
 - a person who can authoritatively comment on the applicant's personal qualities and capacity to lead in a school.

The Selection Panel reserves the right to contact relevant referees who have not been nominated by the applicant, after informing the applicant of their intention to do so.

Applications that are incomplete, or do not address the matters listed above, may not be considered further. The Panel reserves the right to fill the position by invitation or to re-advertise the position.

The selection process will be conducted by the Panel with complete confidentiality.

Applications will close at 9am on Monday, 27th February 2023.

Applications may be lodged via the College's Employment Portal located on the College website at <https://www.immanuel.qld.edu.au/belong/employment/>

Applications should be addressed to the Principal.

Enquiries about the role and employment conditions can be made through the Principal on T: 07 5477 3465 for a confidential discussion.

Privacy Statement

In applying for this position, you will be providing Immanuel Lutheran College with personal information. We can be contacted as follows:

Immanuel Lutheran College
PO Box 5025
Maroochydore BC QLD 4558
T: 07 5477 3444
F: 07 5477 3477
E: ilc@immanuel.qld.edu.au

If you provide us with personal information, for example, your name and address or information contained on your curriculum vitae, we will collect the information to assess your application. You agree that we may store this information for three (3) months.

You may seek access to personal information that we hold about you if you are unsuccessful in the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. We will not disclose this information to a third party without your consent.

We are required to conduct a criminal record check and collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection law.

If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, and that the College does not usually disclose the information to third parties and that we may store their information for three (3) months.



For more information regarding Immanuel Lutheran College and the Sunshine Coast the following web-links may be useful:

[Immanuel Lutheran College](#)

[Immanuel Lutheran Church Buderim](#)

[Lutheran Education Queensland](#)

[Visit Sunshine Coast](#)

