WILLIAM CLARKE
EDUCATING TO MAKE A DIFFERENCE
The Head of Secondary (7-12) appointment is significant in the life of our community.

The Head of Secondary is a new position; following the considered and timely decision to split the combined Deputy/Head of Secondary role due to the increasing size of the College. As such, we are seeking an outstanding educational leader to join the College’s Executive Team and oversee this important sub-school of over 1,000 students.

The Secondary School is a vibrant community. Made up of a diverse student population, the Secondary School has strong connections with the Primary School and students from both sub-schools work together to progress and pioneer a range of projects.

We seek to prepare students for a dynamic and changing workforce through the development of problem-solving and presentation skills, creative thinking, digital literacy and other enterprise skills. As we seek to develop extraordinary learners, the College places a strong emphasis on student progress and ensuring teachers understand and are accountable for the impact they have in the classroom.

As a Christ-centred community, students are given the opportunity to consider God’s purpose for their lives and challenged to embrace the freedom that comes from living a life that is impacted and shaped by the meaning of the cross.

Whether in the classroom, on the sporting field or on stage, our students actively contribute to College life to make the Secondary School a great place to learn and thrive.

As the College celebrates its 30th year, this new position will play a key role at a strategic level with the College Executive team to bring the Secondary School to new levels of excellence.

WELCOME TO WILLIAM CLARKE COLLEGE - SECONDARY SCHOOL

WILLIAM CLARKE COLLEGE IS A CHRIST-CENTRED COMMUNITY THAT SEEKS TO DEVELOP EXTRAORDINARY LEARNERS WITH A PASSION TO SERVE OTHERS
ABOUT THE COLLEGE

William Clarke College is in the second year of its 2017-2021 Strategic Plan, under the leadership of Dr Scott Marsh who was appointed as College Head in 2017.

The College is a highly respected Preparatory to Year 12, independent, co-educational, Anglican College located in Kellyville, in Sydney’s North West.

This year the College celebrates its 30th anniversary and continues to seek to provide a high-quality education that is academically strong and well rounded, delivered in a clear Christian context.

Today, the College has more than 1,600 students and is set on one convenient and modern campus.

The College has over 230 staff who provide engaging and effective approaches to Christian teaching and learning while demonstrating passion and commitment to each student’s unique learning journey. The College aims to develop graduating students who are prepared for success beyond the success they achieve at school.

We are passionate about making learning a journey that is intrinsically rewarding. In creating this culture, students are more likely to thrive as a natural response to their interests and talents.

Each of these focus areas is in response to Christ our Wisdom, which compels us as a Christ-centred community to pursue exceptional outcomes in all we do.

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UNDERSTANDING OUR PURPOSE STATEMENT

A CHRIST-CENTRED COMMUNITY

Our foundation for a Christ-centred community is the love of others in the community. By creating a safe and supportive environment where students and staff can reflect on and discuss Christ’s teachings, we are able to engage those who are sceptical, encourage those who are seeking, and equip those who have the desire to shape their life around Christ.

Both in the classroom and beyond, with intellectual rigour and relational integrity, we challenge existing narratives in order to highlight the good news that Christ’s finished work on the cross and resurrection fulfil the deepest human need for acceptance into and belonging to a community. We foster virtues of courage, hope, humility, ingenuity, integrity and justice as a response to that good news.

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DEVELOPING EXTRAORDINARY LEARNERS

We believe there is an Extraordinary Learner inside every one of us; someone who doesn’t just recite answers, but who can apply and build on their knowledge in new and challenging ways. Extraordinary learners know how to think. They have the resilience to pursue feedback, they embrace hard work and they see their mistakes as pathways to deeper learning. In seeking to develop extraordinary learners who make progress, we recognise how instrumental student wellbeing is in the learning process.

We adopt a robust wellbeing framework to support our students throughout their learning journey. We know when students value and commit wholeheartedly to their personal learning progress, their character also benefits. We explicitly teach the development of character and support students to push beyond their perceived boundaries.

As a College, we continually invest in the development and training of our teachers. We seek to empower our teaching staff with practices that improve and substantially shift student learning outcomes.

The College defines an ‘extraordinary learner’ as someone who makes great progress in:

1. **Academic Mastery**
   Proficiency and deep understanding within each discipline.

2. **Enterprise Literacy**
   Key skills for the world of work; the 5 C’s of collaboration, critical thinking, communication, creativity and citizenship.

3. **Christian Character**
   Virtues that allow one to bring hope to others.

UNDERSTANDING OUR PURPOSE STATEMENT
UNDERSTANDING OUR PURPOSE STATEMENT

WITH A PASSION TO SERVE OTHERS

With our foundation in Christ, we are a servant-hearted community that seeks to know and respond appropriately to the needs of others. We do not live in isolation. This compels us to be passionate about service that benefits the community and relationships. The College virtues are lived out when we seek opportunities to serve others.

In response to God’s grace and the example of Christ, we are a community that values and demonstrates service to others. We do this by using our strengths and gifts with wisdom, building relationships and a sense of community, and role-modelling service with passion and generosity.

We reinforce a community culture that values wellbeing and meeting the needs of others at both a local and global level. Service is embedded in our wellbeing program, various charitable fundraising initiatives, and as a component of College events such as camps and tours. We build parent and community relationships through acts of service.
WHY US

1. We assist students to value and commit wholeheartedly to personal learning progress and seek to develop sophisticated learners who are able to use what they know in creative ways.

2. We seek to engender a passion to serve others in response to God’s love for us.

3. We are relentless in challenging and working with students to live authentic lives which honour God.

4. We believe that quality teachers know their impact, improve and substantially shift student learning outcomes, and therefore we invest continually in their professional growth.

5. We believe that character can be taught and seek to develop virtues that will equip our students to flourish throughout their lives.

6. As a comprehensive College, we value each student’s holistic development and pursue a strengths-based approach to developing their wellbeing.

7. Understanding the positive impact on student learning growth that arises from strong relationships, we value positive partnerships with parents and carers.

8. We intentionally prepare our students for success beyond success at school, equipping students with the emotional maturity and resilience they need to thrive.
The Strategic Plan sets out the future direction of the College. It outlines 12 key areas of growth for the future as well as detailed Strategic Initiatives which support one of four focus areas.

A snapshot of the College’s Strategic Plan can be viewed here www.wcc.nsw.edu.au

1. AUTHENTIC
   Committed to the pursuit of genuinely exceptional outcomes in response to ‘Christ our Wisdom’.

2. TRANSFORMATIVE
   Developing extraordinary learners with the skill set to ingeniously use what they have learnt.

3. RELATIONAL
   Building trusting relationships, character and a passion to serve others.

4. SUSTAINABLE
   Acting wisely to maintain and to resource excellence in every area.
The Master Plan envisions how the College site might evolve over the next 10 years. The Master Plan practically supports the College purpose statement through the design and development of community and learning spaces.

Within the next 10 years, a series of staged developments will be rolled out strategically including:

**STAGE 1**


**STAGE 2**

The creation of our new Campus Heart, a place that is central, where the College community can meet together (including an expanded café).

**STAGE 3**

The finalisation of our new Campus Heart that includes additional classrooms and a new College Library.

**STAGE 4**

The building of a new Performing Arts Centre – a design that includes expansive space for outdoor performances and functions.

Importantly, the Master Plan seeks to 'future proof' the campus and maintain maximum green space.

Much work has already been completed on Stage 1. Building is scheduled to commence in Term 4, 2018 with an anticipated open date in Term 1, 2020.

The College’s Master Plan can be viewed here: [www.wcc.nsw.edu.au](http://www.wcc.nsw.edu.au)
William Clarke College has two main schools – Primary School (P–6) and Secondary School (7–12) and each sub-school is led by a Head of School. The College also has its own on-site Before and After School Care and Vacation Care Centre, which is available to all students from Preparatory to Year 6.

THE EXECUTIVE TEAM*

*The Executive Team supports the Headmaster in the Leadership of the College. Below are the positions within the College’s Executive Team.
HEAD OF SECONDARY SCHOOL
POSITION DESCRIPTION

William Clarke College is a P-12, independent, Anglican College and is committed to being a Christ-centred community that develops extraordinary learners with a passion to serve others.

The College is committed to enhancing the expertise of our staff, placing a strong focus on professional development and leadership opportunities. We are a vibrant community that values passionate and committed teachers who engage, challenge and grow their students in their Christian faith journey, personal development and academic study.

ROLE SUMMARY

As Head of Secondary School, you will have overall responsibility for developing and sustaining a high quality learning environment for students from Years 7-12.

This important leadership position will oversee the academic, pastoral and spiritual growth of students and will seek to ensure the Christian values and ethos of the College are upheld.

The Head of Secondary School is a member of the College Executive and will work in collaboration with the Deputy and Head of Primary School to ensure effective transition points between the sub-schools and a seamless experience for both students and parents.

In addition to this, as a member of the Executive team, you will contribute to the planning and development of the strategic direction of the College.

This role reports to the Headmaster.

KEY RESPONSIBILITIES

- Provide leadership that improves learning in the Secondary School, developing and leading a specialised program to address the learning needs of students.
- Oversee the academic, pastoral and spiritual growth of students in the Secondary School.
- Liaise with staff, students and parents to support student learning and resolve any difficulties that may arise in the Secondary School.
- Work in collaboration with the Head of Primary School to ensure effective transition points between the sub-schools and a seamless experience for both students and parents.
- Oversee the Year Coordinator team and act as a point of escalation for all behavioural and pastoral matters arising from that forum.
- Chair the Secondary School Student Support meeting
- Oversee all Secondary events to ensure they are well organised and presented.
- Provide leadership that contributes to the shaping of College culture.
- Contribute to the strategic planning and direction of the College as a member of the Executive team.
- Other responsibilities as assigned by the Headmaster.

HOW TO APPLY

To apply for this role, please fill in our Employment Application Form which must form part of your application contained on the College website, and send it together with your Cover Letter, CV and any other relevant supporting documentation to employment@wcc.nsw.edu.au

Applications close Friday 3 August 2018.
HEAD OF SECONDARY SCHOOL
POSITION DESCRIPTION

ADDITIONAL RESPONSIBILITIES
The Head of Secondary School works alongside the wider curriculum team to coordinate all learning programs across the Secondary School. Working collaboratively, you will be responsible for upholding the College’s mission to develop extraordinary learners with a passion to serve others. The Head of Secondary School will lead by example in the implementation of College policies and procedures, including the use of the Performance Feedback System with direct reports.

In collaboration with senior staff, the Head of Secondary School will seek to ensure the Christian values and ethos of the College are upheld and developed. Furthermore, the Head of Secondary School, in collaboration with the Deputy and Head of Primary, will uphold and assist in driving a culture of safety within the College.

The Head of Secondary School will have input into the annual budget and financial responsibilities for the budget allocated to this area.

SKILLS / KNOWLEDGE
- Christ-centred educator who is a regularly practicing member of a Christian church.
- Educator whose personal and educational philosophies align with the College’s Purpose Statement and Virtues.
- A proven record as a teacher and experience as a leader who understands and supports a focus on student learning using appropriate teaching and learning strategies and technologies.
- Teacher who understands the complexities and practicalities of teaching to enable student progress.
- A strategic thinker who can demonstrate strong curriculum leadership and who is approachable, a good listener and an effective communicator at all levels, who is also able to plan and deliver on significant projects.
- Leader who is relational, able to empathise, collaborate and communicate with all stakeholders.
- Leader of integrity who is equally demanding and supportive when holding others accountable.
- Leader whose words and actions inspire others.
- Leader who sets high standards in areas of scholarship, dress and personal behaviour.
- Leader who is skilful in managing a complex and diverse team.
- A person who is committed to their own ongoing professional development and growth, and who is committed to the same for the team they lead.

QUALIFICATIONS / EXPERIENCE
- Bachelor Degree in Teaching from a recognised tertiary institution.
- Masters in Educational Leadership from a recognised tertiary institution will be viewed favourably.
- Minimum 8–10 years classroom experience as an exemplary practitioner.
- Significant experience teaching at Stage 6 level.
- Head of Faculty and/or pastoral leadership experience across Years 7–12.

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The renumeration package is beyond the Independent Schools Multi-Enterprise Agreement and negotiated with the Headmaster based on skills and experience.