

A PLACE WHERE
STUDENTS ARE

*Nurtured
to Thrive*



HILLS
CHRISTIAN
COMMUNITY
SCHOOL

HEAD OF PRIMARY SCHOOL Application Guidelines

PLANTED IN CHRIST | GROWING WITH NATURE | NURTURED TO THRIVE



WELCOME

From The Principal

Hills Christian Community School (HILLS) is a unique school set in a wonderful natural environment and focused on nurturing young people to become outstanding members of our community. We provide a high quality educational program firmly based on Christian values.

HILLS has inspired and taught young people since opening in the village of Verdun in 1983. The relocation of the Secondary School from Oakbank to the recently purchased property adjacent to the Primary site means HILLS is now an ELC to Year 12 non-denominational school. HILLS now has over 540 students.

Since those early years the school has been served by a passionate team of Christian Educators who value children and seek to nurture young minds. Using the values promoted by *The HILLS Way* of Respect, Integrity, Courage, Empathy and Excellence, a safe and engaging learning environment has been developed that promotes curiosity, discovery, independence and fun.

The school provides a wide range of co-curricular and extra-curricular opportunities, including year level nature-based camps and experiences which are a highlight for most students. There are many opportunities in sport and culture. The school is looking at expanding the music program and introducing Pedal Prix to further foster growth for students in these areas.

We are very excited about the future of the school. Our Master Plan includes extensive upgrades of the Primary site as well as general improvements to the outdoor areas. The new Head of Primary School will play a significant role in this journey.

With the resignation due to ill health of the long-standing and highly respected Head of Primary School, Ange Harvey, HILLS now seeks an outstanding and inspirational Christian leader who can continue to provide strong leadership during this exciting stage of our school.

I encourage you to consider the opportunity to lead the Primary School in this highly regarded school 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.

Tony Fielke
Principal





OUR STORY

ELC to Year 12 One Campus School

HILLS opened in February 1983, in the former Verdun Primary School premises situated on Onkaparinga Valley Road, Verdun. The school has grown in enrolments from modest numbers to an enrolment of over 540 from the Early Learning Centre to Secondary School.

HILLS is a non-denominational School which was established by parents who desired a good standard of education for their children in a caring, environment, where Christian values and principles were actively supported and nurtured.

HILLS has no formal links to any particular Church or denomination but maintains close informal links with all local Christian Churches. The school is open (as far as its resources shall permit) to all students regardless of their parents' economic status and Church affiliation, provided that the parents can genuinely support the aims of the school.

During the last 15 to 20 years, HILLS has developed significantly to become a school of choice within the Adelaide Hills. The staged developments have included :

- Opening of a purpose-built Early Learning Centre (ELC) for 3 ½ to 5 year old pre-schoolers, together with Out of School Hours care facilities and car park.
- The construction of a Multi-Purpose Hall, which incorporates a full-size basketball court, extensive kitchen, Performing Arts classroom and three instrumental music rooms.
- Four general purpose classrooms across Sandow Lane.
- In January 2013, HILLS commenced a Secondary School at Oakbank with a Year 8 class. In 2020, the completion of a purpose built Secondary learning spaces at Verdun allowed HILLS to become a 'One Campus' ELC to Year 12 learning community.
- Purchasing the adjoining nine acre property which includes Onkaparinga River frontage, five undeveloped acres across the river and a historic house for our students and staff to enjoy. Through partnerships with local authorities and ease of access to the natural environment, the school has developed a strong focus on nature play and environmental studies.
- An extension to the HILLS Administration building opened in 2014.
- The aforementioned historic house was renovated and refurbished to provide a wonderful, engaging and exciting learning space for Year 7 students. The Year 7 Centre, known as *Rivermont*, is now delivering an innovative teaching and learning program that includes an exciting *Garden to Kitchen* program. The students agree that it is a great space and a privilege to work in.
- Extensive planting and re-vegetation to develop natural playgrounds and environmental learning spaces.
- In 2018, the purchase of a five acre property adjacent to the school that is now the home of our newly developed Secondary School.



ABOUT HILLS

Planted in Christ | Growing with Nature | Nurtured to Thrive

Planted in Christ

Develop a personal understanding and application of the Christian Faith, while assisting each student to discover and develop their God given strengths and gifts.

Growing with Nature

Conserve and support a sustainable learning environment, understanding and utilising nature to enrich student wellbeing.

Nurtured to Thrive

Develop a caring school community that respects diversity and values fellowship by celebrating each student, their gifts and their contribution.

Our Mission

Our mission is to help children learn and grow to achieve their potential through:

- Acknowledging that Jesus Christ and his teachings are central to the purposes of this school
- Assisting each student to discover and develop their strengths and gifts
- Developing a caring school community that respects diversity and values fellowship
- Assisting students in developing a personal understanding and application of the Christian faith
- Providing a foundation upon which students can develop discernment, wisdom and leadership qualities
- Preparing students for on-going learning and fulfilling lives in a world of rapid change
- Fostering the development of positive relationships and interpersonal skills
- Valuing each student and their gifts and contribution.

Governance and School Structure

HILLS is governed by a School Board whose role is to serve God by upholding the Christian values and the Constitution of the Association on which the school has been established.

The HILLS Executive Management Team works collaboratively to implement and oversee the vision and values of the school. The Executive Management Team consists of the Principal, Head of Primary, Head of Secondary, Business Manager, ELC Director and Assistant Head of Primary. The Head of Primary reports directly to the Principal and they oversee the Assistant Head of Primary and Primary Classroom and Specialist Educators.



ROLE OVERVIEW

A Vibrant Christian Learning Community

The Head of Primary School is a member of the Executive Management Team who leads HILLS in all visionary, strategic, management and operational aspects of the life of the School. The Head of Primary School along with other members of the Executive Management Team collaborate over the developments, progress and everyday life of HILLS, bringing the school's vision and mission to a reality.

The Head of Primary leads, oversees and is responsible for the Primary School, in its fulfilment as an outstanding educational facility. The role is highly operational and encompasses leadership, strategic input including the implementation of strategic imperatives and day to day operations.

HILLS seeks to provide a caring and supportive environment for students and staff so they can attain their personal best. The Head of Primary School has a key role to play in monitoring students' wellbeing, attendance and progress, and works closely with staff and parents to support positive student experiences and outcomes. The Head of Primary has a pivotal role in establishing and maintaining high expectations of all students and staff within this supportive environment which reflect our culture and values.

The Head of Primary School has a clearly defined role with responsibilities, delegations and leadership in the areas of:

- implementing the Strategic Plan relating to Primary School
- management and day-to-day operations of the Primary School in conjunction with the Assistant Head of Primary School
- developing and maintaining Primary School culture
- oversight of student wellbeing working with the Director of Wellbeing
- student outcomes – academic and pastoral
- team and staff management and feedback
- the Primary School budget
- student retention and enrolment growth
- oversight of Primary School communications in collaboration with the Public Relations Team.





TEACHING & LEARNING

Pedagogical Pillars

An educator at HILLS provides high quality, professional, inspiring and innovative teaching within a supportive community whose principles are underpinned by the values of the school.

HILLS strives to enable children to learn and grow to achieve their potential by providing an individualised and purposeful student-centred curriculum that inspires creative risk-takers and collaborative, entrepreneurial problem solvers who have a passion for lifelong learning and service to others. This vision is supported by our Pedagogical Pillars:

AGENCY

HILLS recognises that intrinsic motivation on the part of all students and educators is crucial for engagement in the learning process. Educators facilitate inspiring learning experiences that motivate students to nurture their passions and become independent learners. We make connections between learning experiences and knowledge to frame a guiding purpose and appropriate action.

COLLABORATION

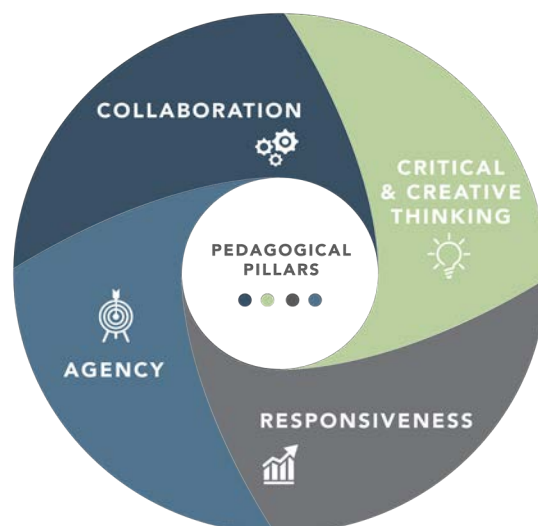
HILLS recognises that effective collaboration empowers people to connect and understand others, and work towards a common goal. Educators facilitate opportunities for students to learn from, and contribute to, the learning of others and strive to build Christ centred relationships that are safe and shared.

RESPONSIVENESS

HILLS develops learners who consider needs and perspectives broader than their own. Educators provide opportunities for students to be challenged to incorporate ideas, thinking and cultural perspectives that can improve our understanding of the world and stimulate an attitude of service.

CRITICAL AND CREATIVE THINKING

HILLS recognises that each individual has God given skills and abilities that are used to express imaginative and innovative vision. Educators facilitate opportunities for students to make purposeful, self-regulated judgement, which results in interpretation, analysis, evaluation and reasoned conclusions. Students explore problems with curiosity and wonder to seek purposeful and original solutions to real world issues. Together, we seek opportunities to improve our world through the acceptance and understanding of difference and the ideas of others.





SCHOOL CULTURE

Our Values



Student Wellbeing

Our wellbeing framework is a comprehensive model reaching students (ELC to Year 12), staff and families. This framework is based on a restorative approach.

Our vision at HILLS is to provide quality education in a nurturing, safe and dynamic learning environment. *Restorative Practices* assists in building this type of quality learning environment and is a helpful framework for responding to challenging behaviour through authentic dialogue, coming to an understanding, and restoring relationships.

The Primary School utilises both the *Lion's Quest* and the *Resilience Project* as key programs to develop students wellbeing.





SELECTION CRITERIA

Role Overview

Status	Full Time Position
Commencement Date	January 2022
Tenure	5 Years
Contract Teaching Load	Maximum 0.2
Annual Leave	6 weeks
Salary	AST + Band 2 Level 3
Position Reporting to	Principal

Pre-requisites

PLEASE PROVIDE A COPY WITH YOUR APPLICATION

These qualifications/certificates are required prior to commencing employment at HILLS and must be updated for the duration of employment at HILLS:-

- Current Teacher's Registration
- Working With Children Check (WWCC) Certificate
- Current Responding to Abuse & Neglect Certificate
- Current Driver's Licence
- Current First Aid Certificate.





Selection Criteria

MANDATORY CRITERIA

The successful applicant must:

- be an active Christian who supports the Christian ethos and positive culture of the school
- be a highly regarded and experienced teacher with prior experience in a similar role in leading, managing and educational administration
- be reliable, trustworthy, respectful, adaptable, efficient and possess the ability to work as an effective team member
- support the Vision and Mission of the School and uphold the HILLS Constitution.

KEY SELECTION CRITERIA (must be specifically addressed in the written application)

Applicants must demonstrate:

- the ability to contribute to and implement strategic direction for the Primary School through effective leadership experience
- a high capacity and experience in the day-to-day operations of a school with strong communication skills
- the ability to motivate staff and students in the pursuit of high-quality education experiences within a positive culture actively reflecting the school values
- an understanding of how continuous improvement, student wellbeing and success beyond school are supported in a Primary School
- have a proven capacity to work successfully with senior leadership, middle management leaders, educators, students and parents.

PREFERRED EXPERIENCE

The successful applicant:

- has appropriate theological training or is prepared to gain appropriate accreditation
- has Reception to Year 6 experience
- has a strong understanding of Restorative Practices and how it is implemented in schools
- demonstrates a high level of understanding of coaching principles and is prepared to apply these principles in conversations with staff
- has a willingness to develop extra-curricular programs; an understanding specifically in areas of Pedal Prix or Music could be an advantage.



HOW TO APPLY

Guidelines for Preparing the Application

The written application must include the following:

1. A **brief covering letter** (no more than one A4 page).
2. A **two page** (maximum) **document** responding to the **Key Selection Criteria** outlined in this document.
3. Your **Curriculum Vitae** covering:
 - Full name, home address, confidential email address, mobile and phone contact details
 - Nationality and citizenship
 - Positions held, dates, scope of responsibilities and key achievements
 - Qualifications
 - Any other relevant information, such as relevant memberships, involvement in professional and community activities and organisations
 - Two professional referees and one personal referee who can comment about your Christian faith and character.
4. Copies of the relevant **qualifications/certificates** as outlined in the **Role Overview**.
 - Current Teacher's Registration
 - Working With Children Check (WWCC) Certificate
 - Current Responding to Abuse & Neglect Certificate
 - Current Driver's Licence
 - Current First Aid Certificate.

Applications to be marked Confidential and emailed to the Principal's Assistant, Kirby Toma or mailed to Mr Tony Fielke by **C.O.B. Monday, 26th July 2021**.

Email Address: ktoma@hccs.sa.edu.au

Postal Address: Mr Tony Fielke
Hills Christian Community School
PO Box 120
Verdun SA 5245

A short-listing process will take place after applications close and interviews will be held soon after. If there are any questions regarding the position or the application process, please contact the Principal's Assistant, Kirby Toma on ktoma@hccs.sa.edu.au or phone **08 8388 7811**.



Selection Process

The selection panel regards the selection process as a confidential two-way communication process involving applicants and the panel.

The selection panel reserves the right to contact relevant referees contained in the application form and any 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 will be selected for interview by the selection panel based on assessment of their written application.

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

Applicants should be aware that interviews will be conducted at the Hills Christian Community School on dates to be determined by the selection panel. Interviews with interstate applicants may be conducted via video call.

The respective merits of each of the applicants will be assessed against the Mandatory Criteria and the Key Selection Criteria. The panel will use the 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.

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

Applicants should note that they may be required to undergo medical and/or psychological assessment prior to being appointed to the position.

HILLS IS A PLACE WHERE CREATIVE,
INNOVATIVE AND COLLABORATIVE
LEARNERS *flourish*



HILLS

CHRISTIAN
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SCHOOL

CHRIST | NATURE | NURTURE

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