



# Lutheran School Wagga Wagga

## DEPUTY PRINCIPAL

Candidate Information Pack  
September/October 2023



## Principal's Welcome

Thank you for expressing interest in the role of Deputy Principal at Lutheran School, Wagga Wagga (LSWW). The School is situated in the heart of the Riverina and has been a rich part of the local tapestry for the past 40 years. Lutheran School has a great reputation in the region. The School is owned and supported by Bethlehem Lutheran Church, and together we endeavour to continue to be a presence and witness to the local community. We are seeking to appoint an experienced and future focused educational leader. This person will be blessed to be part of a team of committed and passionate people who work closely together to provide students with great learning opportunities, supported by wonderful staff, in a caring, Christ-centred environment.

It is our vision that Lutheran School Wagga Wagga continues to cement itself as the school of choice in the Riverina by providing a quality, innovative and future focused education for each student. Offering quality Christian education from Kindergarten to Year 6, our community thrives on strong, open, and transparent relationships between all stakeholders.

LSWW has encountered growth in enrolments and it seeks to further develop opportunities to reach out to families in the local area and share its story of providing a safe and caring environment where each student is known and valued.

### OUR VISION

All members of the school community are valued as individuals, each created with unique God-given gifts and talents, and each loved by God as seen through the gift of his Son, Jesus Christ. It is our vision to continue to be ***flourishing through faith, belonging and the continued pursuit of excellence*** as we work together in an atmosphere of collaboration and respect.

### OUR MISSION

Our mission statement is ***To work under God in partnership with parents to provide an inclusive, nurturing and high quality education for every student.*** We strive to support and nurture the whole child and give them the toolbox and resources they need to thrive now and into the future. All this is achieved in a supportive, Christian school context, where God's love and grace is received and shared. I invite you to read this information pack, explore our School and what it stands for and allow us the opportunity to share with you our vision for the future of education here in Wagga Wagga. Thank you for taking the time to consider this exciting position on our Leadership Team. I look forward to receiving your application for this role.

In His Service,

*Janet Moeller*

**Principal**



## OUR SCHOOL

Lutheran School Wagga Wagga is a vibrant and growing primary school situated in the Riverina. It has a strong focus on providing high quality, research-based, contemporary learning for all students in a caring, safe, and compassionate environment. Current enrolment is approximately 340 students. The School is double-stream from Kindergarten to Year 6, is well resourced and in a strong and stable financial position.

In recent years Lutheran School has developed a new Master Plan and is working toward completion of the first part of the plan. The school will develop a new strategic plan in 2024 that will span from 2025-2028. The plan will be developed with extensive community and stakeholder feedback.

The School is owned and operated by Bethlehem Lutheran Church, Wagga Wagga. The School Board, appointed by the Church, provides governance, strategic direction and policy development for the School. LSWW enjoys a close working relationship with Bethlehem Lutheran Church and desires to continue to work together as the Body of Christ at work in the local and surrounding areas.

## DEPUTY PRINCIPAL POSITION

The role of the Deputy Principal is to manage the day-to-day operations of the School. This includes leading and supporting staff, coordinating pastoral care for students, overseeing student leadership and supporting the Principal to move the School forward as the school of choice in Wagga Wagga. The role requires very strong communication and organisational skills. The successful candidate will implement and maintain the use of efficient school procedures that align with the greater strategic objectives.

The Deputy Principal sits across the Executive and Learning Teams and also leads the Wellbeing Team. The Deputy reports to the Principal and may, on occasion serve in the Principal's role. As a leader in a Lutheran School, the Deputy should either have or be willing to obtain accreditation as a leader (AI) through Lutheran Education Australia (LEA).

The Deputy Principal role requires a high level of competence in a wide range of areas. Areas include but are not limited to the support of staff and student wellbeing, knowledge of NESA curriculum and the use of research-based pedagogy. The role also includes general administration of relief teaching staff, rosters and timetables. An active involvement in the life of the School is required. Your ability to uphold the ethos of the School and support the teaching of the Lutheran Church of Australia must be demonstrated.

This full-time position with generous remuneration is available for **commencement from Monday 15 January 2024** (or earlier by negotiation).



## **POSITION DESCRIPTION – DEPUTY PRINCIPAL**

### **Broad Responsibilities:**

1. The Deputy Principal is responsible to the Principal for all matters of school operation including student wellbeing and behaviour management, rosters and timetables, student leadership, and the organisation of events.
2. The Deputy Principal works closely with the Principal to support staff wellbeing. This includes building and maintaining strong relationships with all staff members.
3. The Deputy Principal works in close collaboration with the Learning Innovation Coordinator (Curriculum) and the Learning Enhancement Coordinator (Learning Support) so that school systems and structures support initiatives related to curriculum implementation and delivery.
4. The Deputy Principal leads the Wellbeing Team, which comprises the Wellbeing Coordinator, Counsellor, Learning Innovation Coordinator and Chaplain.

### **Lutheran School Team Ethos**

As a valued staff member, each member of staff:

- desires to work in a Christian environment;
- reflects a clear faith and trust in God, or a desire to explore and grow in faith and trust in God;
- demonstrates an appreciation for the culture of the school community and seeks to contribute positively to it and enhance it in their daily interactions;
- supports the Christian underpinning of the school and its community in words and actions;
- actively adopts and upholds the School's mission, vision, values, strategic plan and school improvement plan;
- speaks the truth in love, communicates effectively and is actively invested in appropriate conflict resolution strategies;
- demonstrates professionalism;
- upholds the strictest of confidentiality;
- is familiar with and supports school policy and procedures in all activities;
- demonstrates patience;
- is responsive to family needs in a professional manner and makes families and visitors feel welcome;
- demonstrates mature and effective interpersonal skills; and
- maintains a healthy working relationship with partner organisations, including but not limited to Bethlehem Lutheran Church, Lutheran Education Victoria, New South Wales and Tasmania (LEVNT) and Lutheran Education Australia (LEA).





## **SPECIFIC AREAS OF RESPONSIBILITY**

### **Managing the day-to-day operation of the school**

This involves:

1. Creating timetables and ensuring that school events are accurately reflected on School calendars
2. Planning for the proper supervision of students from 8.10am until 4.00pm
3. Organising Casual Relief Teachers (CRTs)
4. Reviewing risk assessments and other documentation related to non-routine class activities, excursions and camps
5. Documenting significant conversations related to student wellbeing and Duty of Care, including but not limited to parent phone calls, parent meetings, restorative and disciplinary conversations with students and child protection concerns
6. Coordinating and managing arrangements for visiting student teachers (university) and work experience students (high school)

### **Leading, supervising and supporting staff**

This involves:

1. Ensuring effective practice and care for students in every classroom
2. Coaching Stage Coordinators (years K-2 and 3-6) to support teachers with lower-level student behaviour concerns
3. Supporting Stage Coordinators in the planning of major events such as Kindergarten orientation or Year 6 graduation
4. Supporting the Learning Innovation and Learning Enhancement Coordinators to organise relevant timetables and relief teachers for assessment screeners, IEP meetings and for collaborative planning with teachers
5. Monitoring, in collaboration with all Coordinators, teacher planning, curriculum delivery and assessment.
6. Leading the induction of new staff, including relevant modules of [Valuing Safe Communities \(VSC\)](#)
7. Coaching and providing feedback to all teachers in manners of student behaviour management, with particular focus on struggling teachers, teachers new to the school and graduate teachers
8. Ensuring that School policies and procedures are implemented
9. Visiting classrooms regularly, providing feedback to teachers and students
10. Maintaining documentation related to significant conversations with staff, staff induction records and feedback



## **Leading and coordinating pastoral care for students, including wellbeing and behaviour learning**

This involves:

1. Introducing and maintaining research-based initiatives that proactively address the social, emotional and relational needs of students K-6
2. Leading the Wellbeing Team in the identification of student needs and in planning for follow-up of academic needs (Learning Enhancement Coordinator), social and emotional Needs (Wellbeing Coordinator or Counsellor) and/or spiritual needs (Chaplain) as necessary
3. Using data to review the success of behaviour learning initiatives and to introduce other relevant programs or procedures, as necessary
4. Managing major student behaviour issues such as bullying, initiating Behaviour Learning Plans as appropriate and monitoring student progress
5. Working in partnership with parents of students who require major behavioural intervention
6. Communicating regularly with the teachers of students who require major behavioural intervention
7. Raising the awareness of staff, including the Principal, regarding major student wellbeing or behavioural concerns

## **Support and contribute to the teaching and learning program, including student leadership**

This involves:

1. Developing, implementing and reviewing systems for reporting student progress in consultation with the Learning Innovation Coordinator
2. Managing the end-of-semester written reporting process
3. Maintaining currency of professional practice through classroom teaching at least one day per week and participation in relevant professional development
4. Promoting and managing student leadership across the school through student leadership positions and the Student Representative Council (SRC)
5. Working with the school captains, leaders and SRC members to carry out their responsibilities



## **Supporting the Principal in engaging with the school, Bethlehem Lutheran Church and the wider community**

This involves:

1. Assuming the role of Acting Principal, as required
2. Participating in Parents & Friends (P&F) meetings, providing regular reports
3. Working with the Principal to write and review policies and procedures
4. Communicating with the school community through the newsletter and other media
5. Coordinating and preparing for the publication of the annual school magazine
6. Inducting parent volunteers, ensuring they have undergone the required VSC training modules, they sign the relevant Child Protection documents and that they, as required, have current Working With Children Check

## **Liaison with leaders in other Lutheran schools**

The Deputy Principal will work with deputies in other NSW Lutheran school, including:

1. Keeping up to date with the implementation of NESA requirements
2. Planning and implementing joint professional development
3. Supporting and encouraging the implementation of research-based, contemporary learning across Lutheran Schools
4. Learning and supporting one another in their roles as senior school leaders

## **Involvement in the life of the School**

1. Attendance at School Board meetings
2. Attendance at Finance Committee meetings
3. Attendance at Parents & Friends meetings
4. Participation and, as necessary, leadership in whole-of-staff meetings
5. Involvement in School events
6. General support of staff



**Other**

Carrying out other duties as may be reasonably required by the Principal

Advocating for and making recommendations to the Principal in relation to their role as Chief Executive Officer of the School.



## SELECTION CRITERIA

### 1. Skills and Qualifications

- Hold or have the ability to hold a current, valid WWCC and NESAs registration at or above the Proficient Teacher level
- Have or be willing to obtain accreditation as a leader (AL) through Lutheran Education Australia (LEA)
- Master's degree or further study in leadership preferred, but not required

### 2. Leadership experience

- At least 2 years' experience in middle leadership within a school
- Demonstration of the contribution to a school's strategic plan, vision and/or mission
- Demonstrated implementation of student wellbeing and/or behaviour management processes
- Successful creation, implementation and review of an initiative to address the need of a school
- Demonstrated success partnering with parents for the benefit of children

### 3. Leadership Capability

- Excellent leadership skills, including an ability to support, communicate with, and motivate all staff
- Capability to engage broadly with staffing matters, including the capacity for reflection and continued learning
- Ability to plan, lead and manage change
- Excellent interpersonal skills, with the demonstrated capacity to effectively work cooperatively and in partnership with diverse groups and to sensitively balance the requirements of each of these groups
- High level consultative, negotiation and conflict-resolution skills

### 4. Administrative Skills and Experience

- A high level of ICT competence and understanding of its application in an educational setting
- Experience managing events and timetables, ensuring proper documentation and communication
- Ability to manage risk



## 5. Personal Attributes

- The ability to uphold the ethos of the School and support the teaching of the Lutheran Church of Australia must be demonstrated
- A demonstrated work practice of Lifelong Learning
- A self-confidence to advise the Principal and colleagues, where appropriate, in relation to the needs of the School

## APPLICATION PROCESS

Applicants with relevant skills and experience are required to:

1. Write a covering letter, including the motivation for wanting to serve in this role
2. Respond to the selection criteria
3. Include a curriculum vitae; and
4. List three referees, one being a pastoral/ character referee

**\*\*Applications that do not meet the above requirements will not be considered\*\***

**Applications close 4:00pm Monday 2 October 2023**, and are to be sent electronically to [admin@lpsww.nsw.edu.au](mailto:admin@lpsww.nsw.edu.au) marked **CONFIDENTIAL** and addressed to:

Janet Moeller, Principal

Lutheran School Wagga Wagga