



Now hiring

# HEAD OF SECONDARY



**PALMERSTON  
CHRISTIAN  
COLLEGE**



**NT  
CHRISTIAN  
SCHOOLS**

Palmerston Christian College is seeking an experienced Teacher to join our leadership team as the Head of Secondary School. Are you an aspiring leader looking to make a change? There has never been a better time to apply your knowledge and experience in education to a Kingdom cause. Start in 2025 and lead our secondary school from a biblical worldview, shaping culture and changing lives. Adventure Awaits!

## WHY WORK WITH US

- Six weeks annual leave + stand-down
- 15 days personal leave
- 11.5% Super Contribution
- Long-Service Leave pro-rata after five years
- Tuition discounts for staff children\*
- Salary Sacrificing and health care corporate rates\*
- Relocation assistance\*
- Ongoing professional development
- Funded Masters degree through NICE\*
- Additional paid maternity leave
- Access to staff wellbeing program

\*Conditions apply

## APPLY NOW



[ntchristianschools.com.au](https://ntchristianschools.com.au)



[human.resources@ntchristianschools.com.au](mailto:human.resources@ntchristianschools.com.au)

## POR DESCRIPTION

<b>Position of Responsibility (POR) Title:</b>	Head of Secondary
<b>Agreed Term:</b>	2025 school year appointment
<b>POR points classification:</b>	NT Christian Schools POR 3
<b>2025 POR annual allowance:</b>	\$ 12,480 annual total. Paid fortnightly, in addition to your annual salary.
<b>2025 Salary Classification:</b>	CT1 – CT9 Teacher Salary Scale, \$85,009-\$121,914
<b>Additional classroom release time:</b>	675 minutes (11.25 hours), per week
<b>Location:</b>	Palmerston Christian College
<b>Reporting to:</b>	Assistant Principal of Palmerston Christian College
<b>Date advertised</b>	November 2024

### General Expectations

Work in NT Christian Schools and in its educational communities involves serving and supporting those people for whom NT Christian Schools exists, namely students and their parents. Each employee is expected to work as a member of a team pursuing this core function: serving and supporting each other in the tasks to which God has called them. NT Christian Schools and its educational communities have expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

Each staff member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace. NT Christian Schools expects its employees to be generous, open, work as a team, effective, efficient, attend to detail and contribute to pleasant and positive working relationships.

*“At Palmerston Christian College, we encourage and support our staff to continue in their professional development and grow in all areas of their careers. We partner with parents to provide Christ centred, intentional pastoral care, focussed academic growth, we develop future leaders and build strong community culture. We would love for you to join our college and enjoy all it has to offer”.*

**- Luke Willsmore, Principal, Palmerston Christian College**

### **Parameters for the position**

The central role of the Head of Secondary is to facilitate the effective operation of the college for secondary students in accordance with the strategic plans of NT Christian Schools and Palmerston Christian College, under the direction of the Principal.

The Head of Secondary must champion the implementation of a quality Christian educational program and serve in the leadership team to achieve organisational goals and policies by managing operational activities and meeting legislative and governance requirements pertinent to NT Christian Schools.

### **Key Duties and Responsibilities**

A key function of the Head of Secondary is to coach and mentor the Secondary Teaching Department and enable opportunities for aspiring leaders on staff.

The Head of Secondary works as a member of the school's leadership team and reports directly to the Palmerston Christian College Assistant Principal. The Head of Secondary is primarily responsible for the Secondary Department's:

- Teaching and learning practises;
- Event management and logistics;
- Welfare and behaviour; and
- Deputising for the Assistant Principal as needed.

A key goal of the position of Head of Secondary is professional growth in preparedness to undertake the role of either an Assistant Principal or Principal.

### **General areas of responsibility**

The Head of Secondary is collectively responsible, as a member of the school leadership team, to oversee:

- day to day logistical operations of the secondary school; and
- professional growth.

The Head of Secondary is responsible, as a member of the leadership team, to deliver both the NT Christian Schools Strategic Plan and Palmerston Christian College Annual Action Plans across the five areas identified as:

**Our People:** Attracting and developing quality Christian staff is critical to our success and achieving our mission.

**Our Facilities:** Providing the places where we come together and learn need to be fit for purpose and be compliant with various legislation and building codes. Working to ensure they are safe and adaptive to changes in teaching and learning

**Our Teaching and Learning:** Providing quality Christian education through our schools and early learning is critical to achieving our mission. Working collaboratively with parents and further improving behaviour management strategies will enable a renewed focus on the quality of teaching and learning and student achievement.

**Our Community Engagement:** Bringing hope to the world requires us to be beacons of light in the communities we serve. We will work to improve our presence in the community and share both the good news and the work we are doing. We will also highlight the gifts and achievements of our students.

**Our Stewardship:** Effectively and carefully governing NT Christian Schools and stewarding our resources ensuring that we live within our means while effectively planning for the future. We will improve efficiency and processes and streamline where we can.

### **Selection criteria**

#### ***Essential:***

- A committed Christian actively involved in your local church.
- An education professional who is an experienced classroom teacher.
- Prove an ability to effectively model Christian values as expressed in the Policies and Procedures of NT Christian Schools and to give an authentic witness to those values.
- Demonstrate or be willing to develop, the ability to draw upon the beliefs articulated in the Policies and Procedures of NT Christian Schools to prepare an environment and culture of biblical perspective enhancing significant outcomes for students.
- Demonstrate excellent communication skills, written and verbal, as a relational, empowering leader.
- Be pastorally committed to supporting and engaging students, staff, parents and the broader community.
- Hold a willingness to learn, grow, accept coaching and feedback in pursuing excellence.

## JOB DESCRIPTION

<b>Job Title:</b>	Teacher
<b>Job Type:</b>	Full-Time
<b>Salary Classification:</b>	NT Christian Schools CT scale CT1 – CT9
<b>2024 Salary Range:</b>	\$85,009 - \$121,914 depending on qualifications and experience Plus, superannuation contribution of 11.5% of your annual salary
<b>Annual Leave:</b>	6 weeks, as school holidays + stand down
<b>Location:</b>	Palmerston Christian College
<b>Reporting to:</b>	Principal
<b>Date advertised</b>	November, 2024

### Introduction

NT Christian Schools is a Christian organisation. It exists to advance the Christian religion through the provision of education and religious instruction. Accordingly, in furtherance of the religious ethos of NT Christian Schools all staff will be required to deliver or contribute to religious education, to lead or otherwise assist in the conduct of religious services and otherwise engage in religious practices and observances (including, but not limited to, leading prayers or devotions and sharing testimonies), either with fellow staff or students. As representatives of NT Christian Schools, it is a genuine occupational qualification of such roles that applicants hold and act consistently with the religious beliefs of NT Christian Schools, including as articulated in the Policies and Procedures of NT Christian Schools.

NT Christian Schools exists to provide a thoroughly Christian education and to give effective witness to the biblically based religious beliefs of the Company. As such, holding the religious beliefs of NT Christian Schools as articulated in the Policies and Procedures of NT Christian Schools is a genuine occupational qualification of this role.

You are expected to have a clear understanding of, and unqualified commitment to the biblical basis, including as articulated in the Policies and Procedures of NT Christian Schools, and to act both in the work place and in other contexts in ways that are consistent with those beliefs, in order to provide an authentic Christian witness.

This role is required to practice, deliver and contribute to religious education in a manner that is consistent with the Policies and Procedures of NT Christian Schools and to model a life consistent with those beliefs. As such, this role requires the highest commitment to the Lord, the Bible and to schooling from a distinctively Christian perspective, consistent with the Policies and Procedures of NT Christian Schools.

This will be evident in supporting the teaching of the Australian curriculum from a biblical worldview, participating in and leading staff devotions and leading student devotions and prayer time and

through the sharing of your personal testimony. In addition, staff offer a reflection of their own growing relationship with Christ, which is itself affirmed by living a life consistent with the teaching of the word of God. Accordingly, the modelling of an authentic Christian life is a core requirement of the position, reflecting the foundational contribution the position makes to the maintenance of the religious ethos of the school.

With a mutual commitment to God through Jesus Christ, staff members ought to serve and love one another as Christ loves them. This also means an acknowledgement that all people are fallible and need to be entirely reliant upon God. NT Christian Schools has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

All employees for NT Christian Schools are to be committed to ensuring child safety, health and wellbeing practices are followed and upheld. These practices are embedded in NT Christian Schools policy and culture as guided under current legislation.

### **General Expectations**

Our staff at Palmerston Christian College take their duty to provide a high-quality teaching and learning program seriously. The consistent academic results and family-like school culture are evidence of the care and commitment of staff. PCC desires to support students and staff in being lifelong learners, assisting them to engage in continuous growth and development, seeking to make positive changes in the world around them.

These responsibilities and duties are underpinned by expectations of generosity, openness, teamwork, effectiveness, efficiency, attention to detail, pleasant working relationships and maintenance of an effective, Christ-centred and safe work environment.

### **Primary role**

Teachers are to assist the principal to build and maintain a healthy strength-based learning community within the college. The teacher is responsible, in the context of the school, to enter into a partnership with parents to offer students the nurture and opportunities that will allow them to discover and reach their full potential within an intentionally designed 'learning space'.

Within this community, it is a core requirement of this role that you model Christian principles by example, at all times acting in a manner consistent with the Policies and Procedures of NT Christian Schools, in order to provide an effective witness to the beliefs of NT Christian Schools. This role requires the teacher to teach religious education consistent with the Policies and Procedures of NT Christian Schools.

### **Key Duties and Responsibilities**

- Preparing teaching programs that have a biblical perspective, can meet various needs of unique students and produce significant educational outcomes, in line with the College scope.
- Maintain a high level of expanding competence in pedagogy that is current, schools based, teaching practices and classroom management and behavioural support skills.
- Completes record keeping related to classroom performance for the purpose of report creation, continued assessment development, and mandatory government reports.
- Work as a collaborative learner, committed to flexible teams pursuing excellence.

- Experience in, or willingness to learn, using technology including computers, online platforms and data management software.
- Maintenance of proficient accreditation/registration as a teacher; and compliance with the requirements of the APST.
- The duties in addition to teaching, include activities associated with administration, review, development and delivery of educational programs and co-curricular activities.
- Undertake duties required to support the campus such as, but not limited to, attend school camps, assemblies, complete playground, lunch, recess and detention supervision duties.
- To undertake other duties and responsibilities as directed by the Principal.
- Teach in the classroom as required and schedule relief teachers for the school.

### **Selection criteria**

#### ***Essential:***

- A committed Christian actively involved in your local church.
- Prove an ability to effectively model Christian values as expressed in the Policies and Procedures of NT Christian Schools and to give an authentic witness to those values.
- Demonstrate or be willing to develop, the ability to draw upon the beliefs articulated in the Policies and Procedures of NT Christian Schools to prepare an environment and culture of biblical perspective enhancing significant outcomes for students.
- Demonstrate excellent communication skills, written and verbal, as a relational, empowering educator; supporting work with students, staff, parents and the broader community.
- Be pastorally committed to the creating an environment of care for nurturing students.
- Establish your abilities according to the requirements of the job as listed above.
- Hold appropriate experience and tertiary qualifications relevant to the position.
- An educational professional with growing knowledge of your learning area, pedagogy and innovation.
- A willingness to learn, grow, accept coaching and feedback in pursuing excellence.

#### **Further Requirements:**

- Must hold or be willing to obtain a valid Working with Children (Ochre) Card.
- Must hold or be willing to obtain a valid NT police check within the last 12 months.
- Must hold or be willing to obtain current NT Teachers Registration.
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## JOB DESCRIPTION

<b>Job Title:</b>	Teacher (see the POR leadership description on pages to follow)
<b>Job Type:</b>	Full-Time
<b>Salary Classification:</b>	NT Christian Schools CT scale CT1 – CT9
<b>2024 Salary Range:</b>	\$88,414 - \$131,149 + POR Points depending on qualifications and experience Plus, superannuation contribution of 11.5% of your annual salary
<b>Annual Leave:</b>	6 weeks, as school holidays + stand down
<b>Location:</b>	Palmerston Christian College
<b>Reporting to:</b>	Principal
<b>Date advertised</b>	November, 2024

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