



**Now hiring**

# HEAD OF SECONDARY

## FULL TIME

Araluen Christian College is seeking a passionate and experienced teacher to join our leadership team as Head of Secondary. This pivotal role supports the Principal in ensuring the effective operation and growth of the secondary school, aligning with the School's strategic direction and the values of NT Christian Schools.

The ideal candidate will be committed to delivering high-quality Christian education, demonstrate strong leadership and management capabilities, and model Christian principles in all areas of life and work. As Head of Secondary, you will also contribute to teaching, including Christian Education, and play a vital role in shaping a Christ-centred learning. If you have strong communication skills and a passion for supporting educational excellence, we invite you to apply and become part of our vibrant community.

**Apply now with your interest to join us today!**

## 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

## Job Description

<b>Job Title:</b>	Head of Secondary
<b>Job Type:</b>	Fulltime 1.0FTE
<b>Salary Classification:</b>	Australian Teacher CT1-CT9
<b>POR Level</b>	2
<b>POR Allowance</b>	\$8,486, total annually. Paid fortnightly in addition to your annual salary, super and other remuneration.
<b>2025 Salary Range:</b>	\$88,414 - \$125,934 depending on qualifications and experience plus POR Allowance. Plus, superannuation contribution of 11.5% of your annual salary.
<b>Annual Leave</b>	6 weeks plus stand down
<b>Location:</b>	Araluen Christian College
<b>Reporting to:</b>	Principal
<b>Date advertised</b>	May 2025

### 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**

As committed Christians, Araluen's staff and teaching team do not view their jobs as simply earning a living, but as opportunities to make a difference in the lives of the children with whom they interact. They believe that students are individuals and endeavour to love, nurture, help, protect and prepare them through positive teaching. At Araluen Christian College, our teaching strategies are based on the concept of formational learning – an approach which helps students respond with their head, heart and hands. Our goal is to help them learn about God's world and to find their hope in Christ.

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.

### **Parameters for this Position**

The central role of the Head of Secondary is to assist the principal by ensuring the effective operation of the secondary school as a vital part of the Araluen Christian College educational community in accordance with the strategic plan of the School and under the direction of the Principal.

The Head of Secondary advises and supports the principal by implementing a quality Christian educational programme and assists the principal to achieve organisational goals and policies by managing activities and projects cost effectively and in accordance with the policies and procedures of NT Christian Schools.

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 areas of responsibility**

The Head of Secondary reports to the principal, is responsible for the day to day operation of the secondary school and is required to:

- Facilitate educational programmes consistent with *the Policies and Procedures* and biblical direction of the NT Christian Schools,
- Enable teaching and other staff to take proper care of students educationally and personally in teaching and learning programmes;
- Encourage staff participation in curriculum development with a Christ-centred focus and of the highest quality;
- Assist staff members to forge strong and effective partnerships with parents for the benefit of students' learning;
- Implement, where required, effective staff development, deployment, appraisal as well as educational and pastoral support;
- Undertake additional duties as required by the campus such as, but not limited to, playground and detention supervision duties;
- Implement the School's discipline (Care and Conduct) policy in the Secondary school;
- Make operational decisions based on a sound understanding of their effect on the financial operations of the secondary school and the whole School; and
- Teach as required.

### **Responsibilities and Duties**

In meeting these key responsibilities, the Head of Secondary is specifically required to:

- Coordinate and supervise curriculum development in collaboration with the NT Christian Schools curriculum coordinator and other schools.
- Ensure high-quality, biblically directed curriculum implementation and effective student assessment and reporting.
- Ensure teachers are aligned with curriculum programming and facilitate regular staff meetings.
- Support staff through classroom visits, providing care and addressing concerns, while recommending teacher placements to the principal.
- Assist in enhancing staff induction and appraisal processes to encourage professional growth.
- Participate in planning and presenting professional development initiatives for staff.
- Manage student welfare and organize pastoral care programs, including assemblies and activities.
- Coordinate induction procedures and develop extracurricular offerings while maintaining student records and liaising with parents.
- Encourage and facilitate parental involvement in school operations and activities.
- Organise information evenings and maintain communication with parents and community.
- Adhere to budget constraints while managing the Secondary School budget collaboratively.
- Consult with the principal on the annual budget in alignment with the strategic plan.
- Foster open communication with staff, students, and parents to promote harmony within the school community.
- Engage in regular meetings with the principal and team leaders and liaise with the wider community as needed.
- Assist the principal in developing objectives for the school's strategic plan and advising on course requirements and policy development.
- Provide recommendations on educational materials and staffing for proposed courses.
- Oversee scheduling, timetables, and procedures in collaboration with the Head of Primary.
- Together with the Principal and the Head of Primary, Implement the school calendar and perform additional duties as assigned by the principal.

## 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.
- 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 a valid Working with Children (Ochre) Card.
- Must have a valid NT police check within the last 12 months, or invoice of order for one.
- Must hold a current NT Teachers Registration

Please click the link to the [Australian Professional Standards for Teachers \(APST\)](https://www.aitsl.edu.au/teach/standards)

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