



**PRINCIPAL CONCORDIA CAMPUS**

**JOB & PERSON SPECIFICATION**

**MAY 2023**

**PRINCIPAL CONCORDIA CAMPUS**

<b>Reporting to:</b>	Head of College
<b>Location:</b>	Concordia Campus, 24 Winchester Street Highgate
<b>Classification:</b>	Remuneration will be commensurate with the role
<b>Tenure:</b>	5 years
<b>Time Allowance:</b>	1.0 FTE College Leadership position

**ROLE DESCRIPTION**

The Principal – Concordia Campus is a member of the College Executive team which leads Concordia College in all strategic, management and operational aspects of the life of the College. The Principal - Concordia Campus role is highly operational.

The Principal leads, oversees and is responsible for the Middle School and Senior School in its fulfilment as an outstanding educational facility in the Lutheran tradition.

The Principal is a member of the College Executive Team where members collaborate to progress strategic intent, bringing the College's vision and mission to a reality in the everyday life of Concordia College.

**KEY TEAMS**

- College Executive Team – ELC – Year 12
- Campus Leadership Team – Years 7 – 12

**KEY ACCOUNTABILITIES**

The Principal – Concordia Campus:

1. is jointly accountable to the Head of College, with the Principal St John's Campus Highgate and the Principal St Peters Campus Blackwood, for all matters related to the planning and execution of the day to day life of Concordia College.
2. is individually accountable to the Head of College for all matters related to the strategically aligned planning and execution of the day-to-day life of the Middle and Senior School.
3. supports the implementation of ELC-12 initiatives.
4. line manages leaders in the Middle and Senior School.
5. works collaboratively with all College Directors

**ESSENTIAL REQUIREMENTS**

- an active Christian and a commitment to the faith life of the College and its Lutheran identity
- relevant school teaching qualifications and experience appropriate to the role
- post graduate study in leadership that supports the role of the Principal – Concordia Campus
- LEA accreditation appropriate to the role (or willingness to achieve this)

**SELECTION CRITERIA**

<b>a) Strategic Plan</b>	<ul style="list-style-type: none"> <li>• consistently shows support for and leadership within school wide policy initiatives and strategic plans, both within and outside the College</li> <li>• contributes to the development and implementation of the Strategic Plan</li> <li>• demonstrates successful experience in effective project management, including collaboratively designing, implementing, managing, completing and evaluating projects</li> <li>• consults with relevant stakeholders in decision making matters, as appropriate, ensuring that the best interests of all are maintained</li> <li>• makes decisions relevant to the planning, implementation, monitoring and review of the College Strategic Plan, particularly in reference to the Middle and Senior School</li> <li>• Facilitates and ensures implementation of ELC - 12 initiatives</li> </ul>
--------------------------	--

<b>b) Daily Operations</b>	<ul style="list-style-type: none"> <li>• demonstrates high levels of expertise in efficient and effective organisation, administration, day-to-day operations, meeting deadlines and record keeping</li> <li>• has oversight of daily operations, ensuring that staff meet their daily and routine responsibilities and obligations</li> <li>• ensuring role clarity to facilitate effective operations</li> <li>• experience in developing and managing budgets within a school setting</li> <li>• effective engagement in team discussion, collaboration and decision making</li> <li>• managing a balance between curricular, co-curricular and extra-curricular demands on students and staff time</li> </ul>
<b>c) College Culture</b>	<ul style="list-style-type: none"> <li>• has an understanding of and demonstrates a strong commitment to the ethos and practice of Lutheran schooling and Christian living</li> <li>• demonstrates and expects behaviours that reflect the values and culture of the College</li> <li>• leads teams to achieve high level outcomes within a positive workplace environment</li> <li>• supports a service approach to the College community, ELC – Year 12</li> <li>• leads and contributes to College-wide initiatives</li> </ul>
<b>d) Teaching &amp; Learning program</b>	<ul style="list-style-type: none"> <li>• leads and supports the Campus Leadership Team in implementing College learning and pastoral programs which reflect the College’s Strategic Plan and Instructional Model, and are student focused</li> <li>• promotes the importance and impact of learning environments on student wellbeing and outcomes, and ensures that the curriculum, teaching practice and expertise across all learning areas align and are articulated Years 7 - 12 and ELC - 12</li> <li>• collaborates with other senior staff and leaders to ensure all students within the ELC and Primary School achieve their personal best</li> <li>• monitors and has oversight of extra-curricular and co-curricular activities including exchanges, international and national trips away to enhance student learning experiences</li> <li>• in liaison with the College Executive Team, leads in developing, agreeing, managing and monitoring partnerships with external organisations</li> </ul>
<b>e) Personal Qualities</b>	<ul style="list-style-type: none"> <li>• exceptional communications skills that build positive, professional and collaborative relationships with staff, students and families</li> <li>• demonstrates futures-focused knowledge of and experience in ELC and primary school pedagogies, student learning theory and adult learning principles</li> <li>• communicates a passion for education as a transformative agent within the lives of young people and adults</li> <li>• demonstrates strategic and creative thinking and action, problem solving, discernment and analysis and leadership in change management</li> <li>• displays personal integrity, honesty, resilience and courage</li> <li>• experience in positive change management</li> <li>• demonstrates excellent professional judgement and initiative</li> </ul>

## REFERENCES

AITSL. (2018). Australian Institute for Teaching & School Leadership 2011, Australian Professional Standards for Teachers, AITSL. Melbourne: AITSL.



---

# Application Guidelines

## **Principal Concordia Campus**

### **Highgate 7 - 12**

---



---

# Contents

---

- + Vision and Mission
- + Appointment Information
- + Governance
- + Role Overview
- + How to Apply



---

# Vision

Inspiring and equipping hearts, hands and minds for a world of possibilities

---

# Mission

We aim to provide a vibrant education, rich in opportunities, delivered within a caring, supportive environment, empowered by the love of Jesus Christ.

We seek to inspire young people to actively engage in lifelong learning, achieve their best and become global citizens who serve with an open heart.

---

# Values

Our values define our learning community and guide our relationships and interactions

- + Our compassionate and connected community.
  - + Serving others in response to the love of God.
  - + Nurturing high quality teaching and learning.
  - + Excellence in a spirit of humility and grace.
  - + Creativity and innovation.
  - + Caring for the environment as stewards of God's creation.
  - + A global perspective shaped by hope and courage.
  - + Resilience in embracing challenges.
  - + Our unique heritage.
- 

# Motto

*Fertiter in Re,  
Suaviter in Modo*

**Firm in Principle,  
Gentle in Manner.**

---

---

# Appointment Information

---

Concordia College is seeking to appoint a Principal Concordia Campus Highgate 7 – 12 who is a dynamic educator and outstanding leader with the capacity to embrace and enhance the College values and ethos within the Middle and Senior School.

The Principal Concordia Campus Highgate 7 – 12 is responsible for overseeing, providing leadership and managing operations within the Middle and Senior School. This role encompasses the operational to enable outstanding learning opportunities and pastoral care which enhance wellbeing and student outcomes. The appointment will commence January 2024 unless otherwise negotiated.

---

## About Concordia College

Concordia College is a co-educational Early Learning (3 years of age) to Year 12 school located in Highgate in Adelaide's leafy eastern suburbs.

We are a thriving, dynamic, forward-looking community that learns and lives according to our motto: Firm in Principle, Gentle in Manner. Learning expands beyond the classroom with camps, retreats, service-learning experiences and student exchange programs.

Early 2016, St John's Lutheran School and Concordia College amalgamated to form an ELC to Year 12 College. In 2023, we also amalgamated with St Peters Lutheran School at Blackwood. We now offer three campuses with healthy enrolments in high demand across many year levels:

- + Concordia Campus – Highgate: Year 7 to Year 12, approximately 900 students
- + St John's Campus – Highgate: ELC to Year 6, approximately 500 students
- + St Peters Campus – Blackwood: ELC to Year 6, approximately 100 students

Our Strategic Plan guides the College's direction over the next three years. It contains excellence in teaching and learning combined with wellbeing at its centre. Curriculum frameworks, namely the IB (PYP and MYP), Australian Curriculum, SACE and VET, are complemented by approaches and programs which support our students' holistic growth and development.

Every student is prepared for a life of dedicated service in society, locally and globally. The College maintains strong links with the Lutheran Church, with affiliations to St John's Lutheran Church Unley and St Peters Lutheran Church Blackwood. We are a strong contributor and member of Lutheran Education SA/NT/WA and a proud member of its involvement with the Association of Independent Schools in SA.

## Concordia Campus Masterplan is almost complete

Mid 2023, we will complete a \$28 million dollar redevelopment of ELC – 12. This includes: gymnasium, refurbishment of classrooms and the Resource Centre

- + Construction of an ELC – 12 double court gymnasium with associated changerooms and learning spaces. This includes a dedicated weights/cardio area, three general learning areas, a dedicated Movement to Music space, staff office, meeting room and a café/servery with a satellite kitchen for events.
- + Refurbishment of existing classrooms to facilitate active learning within multi-purpose environments and remodelling the Resource Centre.

The combined collaboration with architects and builders to ensure an environment for students, staff and broader community that is warm, invigorating, and supports students learning and wellbeing.



## Principal Role – Concordia Campus 2024

Our new Principal of Concordia Campus will lead a dynamic Campus Leadership Team who manages all Campus based operations, collaboratively creating an optimal learning experience for the students. The Principal will be a member of the College Executive Team, which is charged with:

- + ensuring the strategic vision of the College is implemented
- + leading 7 – 12 initiatives
- + high-level operations Years 7 – 12

The Principal will have a vital role in collaborating operationally with St John's and St Peters Campus. This includes embracing the history, values and culture of Concordia College while leading change in the contemporary educational environment.

This is an outstanding opportunity for an educator and leader to help shape the dynamic future of this vibrant College. The growth anticipated for Concordia Campus in the next four years is significant.

To join us in 2024, bringing your vision and growth to this pinnacle role, will be exciting. If you are a confident, articulate and an authentic communicator, please consider the opportunity to lead Concordia Campus, Highgate (Year 7 to Year 12), in this highly regarded College and submit an application.

Yours sincerely,

**Paul Weinert**

Head of College – Concordia College



---

# Governance

---

Concordia College is a school of the Lutheran Church of Australia, SA-NT District, and a member of the system of schools operated by Lutheran Education SA, NT and WA Incorporated, which is the authority of the school in relation to State and Commonwealth Governments.

Responsibility for Governance is delegated to the Concordia College Board.

---

## The Curriculum Frameworks

### ELC

- ✦ The Early Learning Centre (ELC) provides a safe and nurturing environment and is the first step into education at Concordia College for children from 3 years of age.

### Years R – 6

- ✦ St John's Campus has offered the International Baccalaureate Primary Years Programme (IB PYP) since 2012. It is aligned with the Australian Curriculum.

### Years 7 – 10

- ✦ Concordia Campus has offered the International Baccalaureate Middle Years Programme (IB MYP) since 2000. It is aligned with the Australian Curriculum.

### Years 11 – 12

- ✦ Students complete the South Australian Certificate of Education (SACE). VET opportunities are supported.

These curriculum frameworks promote student-centered learning and the development of independent learning skills designed to equip young people with life-long qualities that extend beyond the classroom into the community. Many school-organised service activities support this.

## College Structure

The College consists of three campuses: one Primary School in Highgate and one Primary School in Blackwood, both comprising ELC to Year 6, and the Middle and Senior Schools Years 7 to 12 on the Concordia Campus, each with its own specialist facilities. Day-to-day management and operations are the responsibility of each Principal.

The Principal Concordia Campus 7 – 12 will be a member of both the Executive Leadership Team and Campus Leadership Team.

The Executive Leadership Team comprises of the Head of College (Chair), Principal Concordia Campus 7 – 12, Principal St John's Campus Highgate ELC – 6, Principal St Peters Campus Blackwood ELC – 6, College Pastor, Director of Staff Administration, Director of Learning and Innovation, Director of Business Operations, and the Director of Community Relations.

The Campus Leadership Team comprises of the Principal Concordia Campus 7 – 12 (Chair), Senior School Leader, Middle School Leader, Senior School Learning Leader, Middle School Learning Leader and the College Logistics Coordinator.

---

# Role Overview

---

The Principal Concordia Campus Highgate 7 – 12 is a member of the College Executive team which leads Concordia College in all visionary, strategic, management and operational aspects of the life of the College. The Principal Concordia Campus Highgate 7 – 12 is a member of the Campus Leadership Team where members collaborate over the developments, progress and daily operation of Concordia Campus, bringing the College’s vision and mission to a reality.

The Principal leads, oversees and is responsible for the Middle and Senior School in Highgate, in its fulfilment as an outstanding educational facility in the Lutheran tradition. The role is highly operational and encompasses leadership, strategic input including the implementation of strategic initiatives, and day to day operations.

Concordia College seeks to provide a caring and supportive environment for students and staff, enabling them to attain their personal best. The Principal Concordia Campus Highgate 7 – 12 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. Reflective of our culture and values, the Principal Concordia Campus Highgate 7 – 12 has a pivotal role in establishing and maintaining high expectations of all students and staff within this supportive environment.

The Principal Concordia Campus Highgate 7 – 12 has a clearly defined role with responsibilities, delegations and leadership in the areas of the Concordia Campus 7 – 12:

- + implementation of the Strategic Plan
- + management of day-to-day operations
- + values and culture
- + student wellbeing through the interface between the Pastoral and Learning Programs
- + student outcomes – academic and pastoral
- + team and individual feedback
- + campus specific budgeting
- + communications in collaboration with the Director of Community Relations
- + building further connections with the Primary schools
- + staffing in collaboration with the Director of Staff Administration

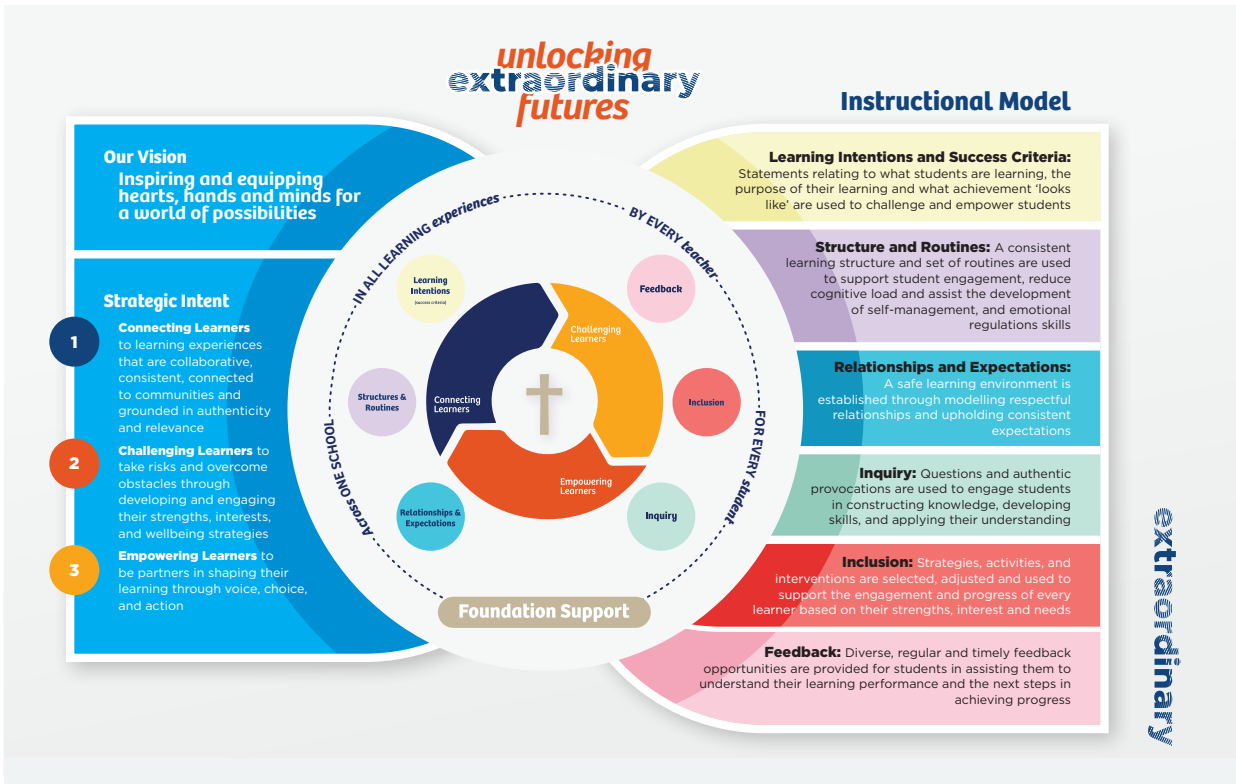
---

## Reporting Relationships

- + The Principal Concordia Campus Highgate 7 – 12 reports to the Head of College.
  - + The Principal Concordia Campus Highgate 7 – 12 reports regularly, in writing, to the Concordia College Board, summarising the progress and performance of the Concordia Campus Highgate 7 – 12.
  - + The Principal Concordia Campus Highgate 7 – 12 will serve on relevant committees.
- 



## Strategic Priorities



## School Culture

Concordia College supports an environment that encourages the growth of each individual's spiritual, intellectual, cultural, social and physical capabilities.

The heart of Concordia College is expressed in our motto; Firm in Principle, Gentle in Manner. The education and growth of the whole person is central to the purpose of the College and is realised through high expectations within a culture of openness and forgiveness in a Christian community.

Concordia College is an inspiring school environment with professional, caring teachers who provide a firm foundation for students to engage with their learning and build relationships. We believe this is vital in allowing them to strive to achieve their best. This in turn, enables students to be positive contributors to the world through service to others, both locally and globally.

## Teaching and Learning

A teacher at Concordia College provides high quality, professional, inspiring and innovative teaching within a supportive community whose principles are underpinned by the values and ethos of Lutheran education. The interface between student wellbeing and engagement in learning is recognised as a key contributor to the holistic development of our students.

Our Unlocking Futures Learning Framework has a focus on collaborative approaches to teaching and learning to enhance student education and equip them for life beyond school.

Co-curricular, extra-curricular and service opportunities provide contextual and individual experiences for students to enhance the breadth and depth of their experiences.

## Wellbeing Education

Our wellbeing framework is a comprehensive model reaching students (ELC – Year 12), staff, families and old scholars. This framework is based on local and global evidence that:

- + targets underlying risk and protective factors for mental health
- + teaches key methodologies and skills to support individual wellbeing
- + encourages values-based, responsible decision making as members of and contributors to the broader community.



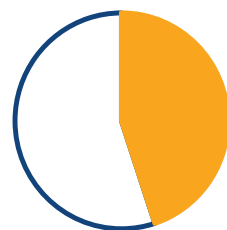
# 2022 Year 12 Results

Dux of Concordia College



## 23 merits

achieved by **20** students  
across **14** different subjects



## 40%

of students achieving  
subject grades in  
the **'A-Band'**



14% of our students  
achieved an ATAR  
of **95 or above**

Median ATAR score

## 81.3





---

# How to Apply

---

## Selection Criteria

### Mandatory criteria:

The successful applicant must:

- + be an active Christian who supports the Christian ethos and positive culture of the College
- + hold a post-graduate qualification in leadership and/or management
- + be a highly regarded and experienced teacher with prior similar experience in leading, managing and educational administration
- + hold or be eligible for teacher registration through the Teachers Registration Board of South Australia

### Preferred experience:

The successful applicant:

- + is accredited or working towards becoming accredited to work in a Lutheran School as outlined by LEA policy (applicants not yet accredited must complete accreditation within the life of their first contract)
- + has experience within a Middle or Senior context in an ELC – 12 school

### The 5 Key Selection Criteria within the Role

**Description must be specifically addressed in the written application:**

The successful applicant must have demonstrated:

- + ability to contribute to and implement strategic direction for the Middle and Senior School through effective leadership experience
- + high level capacity and experience in the day-to-day operations of a School/College
- + evidence of ability to motivate staff and students in the pursuit of high-quality education experiences within a positive culture actively reflecting College values
- + how continuous improvement, student wellbeing and success beyond school are supported in an Middle and Senior School
- + proven capacity to work successfully with senior leadership, middle management leaders, teachers, students and parents
- + vision for a connected ELC – 12 College

## Guidelines for Preparing the Application

The written application must comprise the following:

A brief Statement of Application (no more than 500 words) in which the applicant introduces themselves, their Middle and Senior School vision and philosophy, their reasons for applying, and a response to the Mandatory Criteria.

A comprehensive response to each of the Key Selection Criteria (no more than 900 words).

Curriculum Vitae covering:

1. Full name, home address, confidential email address, mobile and phone contact details
2. Nationality and citizenship
3. Teacher registration details
4. Positions held, dates, scope of responsibilities and key achievements
5. Qualifications
6. Any other relevant information, such as relevant memberships, involvement in professional and community activities and organisations

The names, addresses (postal and email) and contact details of at least three (3) confidential referees. These must include:

1. applicant's present and/or previous employer (either a Principal or Council/Board Chair)
2. a Direct Report
3. a Minister of Religion

## 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, may not be considered further.

Applicants will be selected for interview by the Selection Panel based on the assessment of their written application and details included in the general application form completed by all candidates.

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 Concordia Campus 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 Key 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.

---

## Terms and Conditions

The contract of employment with the successful applicant will be on terms and conditions commensurate with the responsibilities and challenges of the position.

The contract will include the following:

1. a five-year contract with the opportunity for renewal based on successful appraisal, performance feedback and goal setting
2. an annual appraisal
3. a salary package commensurate with the position being offered.

Applications will be considered as they are received.

Appointment commences: January 2024.

---



**Visit** *concordia.sa.edu.au*  
**Highgate and Blackwood — ELC - Year 12**

---

**St John's Campus (ELC-Year 6)**

20 Highgate Street  
Highgate SA 5063  
t. 08 8271 4299

e. [mail@concordia.sa.edu.au](mailto:mail@concordia.sa.edu.au)  
w. [concordia.sa.edu.au](http://concordia.sa.edu.au)

CRICOS: 00360J  
CRICOS: 04084C

**St Peters Campus (ELC-Year 6)**

71 Cumming Street  
Blackwood SA 5051  
t. 08 8278 0800

**Concordia Campus (Year 7-Year 12)**

24 Winchester Street  
Highgate SA 5063  
t. 08 8272 0444





## HOW TO APPLY

Applications should be addressed to Andrew Reed. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call Hender Consulting on (08) 8100 8827.

### **Please Note**

Your application will be automatically acknowledged by a return email.