

Position Description

Head of Campus (Middle and Senior)

REPORTS TO:	Head of College
KEY RELATIONSHIPS:	Head of College, Business Manager, Head of Junior Campus, and other Senior Leadership Team (SLT) members, PAR staff, teaching staff
COMMENCEMENT DATE:	1 January 2026
TENURE:	5 Years

OVERVIEW

The Head of Campus (Middle and Senior) is appointed by and reports to the Head of College, Prince of Peace Lutheran College. The Head of Campus (Middle and Senior) is responsible to the Head of College for the day to day leadership and management of the Middle and Senior Campus of Prince of Peace Lutheran College (Years 7 – 12), Everton Hills (referred to as the “Campus” throughout the document), ensuring that the ethos, culture, policy and programmes align with the strategic directions of the College as a whole.

As a member of the Senior Leadership Team, the Head of Campus (Middle and Senior) is a key person responsible for setting and advancing overall College culture, climate and effectiveness; academic success and tone; pastoral and behavioural tone and climate; and the appearance and appropriateness of campus facilities and resources. The Head of Campus (Middle and Senior) is also responsible for maintaining a sound public image of the Campus by ensuring a high standard of discipline and appearance amongst students, teaching and operational staff, developing and implementing quality learning programmes and co-curricular experiences offered to students of Prince of Peace Lutheran College.

THE ROLE

Responsibilities of the role:

As delegated by the Head of College, the Head of Campus (Middle and Senior) is responsible for the proper conduct of the Campus. As such, the Head of Campus (Middle and Senior) is responsible and accountable for:

- providing instructional leadership in the core business of teaching, learning and academic achievement: demonstrating awareness of educational trends and best practice and initiating desired change; empowering teachers as individuals and in teams, and; ensuring Early Years to Year 12 coherence across the curriculum and teaching/learning programmes
- the effective educational and organisational leadership of the Campus
- overseeing the day-to-day operation of the Campus
- assisting the Head of College, as part of the SLT, in the development and implementation of the Campus’s annual academic, administration and operational plans to ensure the Mission and Vision of the College is realised

- actively supporting the Christian ministry of the College in accordance with the Teaching and Confessions of the Lutheran Church
- deploying effective strategies to manage change within the Campus
- student enrolment, student learning outcomes, pastoral care and the 'student experience' at the Campus
- the development and oversight of quality delivery of all educational programmes (both curricular and co-curricular), assessment and reporting of the Campus
- the appointment, performance, management and development of all Middle and Senior teaching staff (excluding members of College Senior Leadership Team, which are appointed in conjunction with the Head of College)
- the prudent management and development of the Campus facilities, grounds and resources (excluding major capital development which rests with the College Council and Head of College)
- leading, promoting and developing the College and its two campuses to ensure a strong sense of each campus forming a vital part of the P-12 College and its educational programme, along with other members of the SLT
- planning for and management of campus-level annual recurrent budgets
- the positive promotion of the sub-schools to the College community and general public designed to meet enrolment targets and the standing and reputation of the Campus
- effective engagement, communication and relationships with all stakeholders in the College and wider community
- oversight and management of compliance and risk issues pertaining to the Campus
- ensuring compliance with all relevant industrial awards, statutory and legislative requirements including, but not limited to, matters of accreditation, curriculum, Work Health and Safety, and Child Protection
- maintaining a safe and secure working environment for all staff, students and visitors to the Campus, and protecting all physical assets
- contributing collaboratively to the work of the College Senior Leadership Team
- providing advice to the Head of College regarding the development of College policy, strategic plans and appropriate responses to educational trends and change
- any other responsibilities as determined by the Head of College

ATTRIBUTES

Personal & Professional Attributes:

The Head of Campus (Middle and Senior) will be:

- a committed Christian, preferably a regularly practising communicant member of the Lutheran Church of Australia
- a person whose educational and personal philosophies align with the mission and values of Prince of Peace Lutheran College
- a person with a strong focus on collaboration and teamwork
- a highly visible leader with a strong personal drive, energy and ambition to inspire and motivate others
- a leader who understands and supports a focus on student learning and demonstrates strong instructional leadership
- a leader who sets high standards in areas of scholarship, dress and personal behaviour
- proven capability as a senior leader within a P-12 environment
- demonstrate personal qualities of courage, resilience and self-awareness with the ability to act with integrity and fairness particularly under challenging circumstances
- possess outstanding communication skills with the ability to engage with the broader College community - students, staff and parents
- able to think strategically and implement the strategic intent of the College

- possess a degree of business acumen and the ability to understand the business and commercial needs of a modern school

SELECTION CRITERIA

The following key selection criteria for the **Head of Campus (Middle and Senior)** position will be used by the panel in assessing the abilities, knowledge, potential and qualifications of each applicant. They constitute a common framework against which all applicants will be reviewed. To address each selection criteria for the written application please apportion a maximum of 250 words approximately to each criterion.

1. Educational Leadership

- a significant and highly successful record of achievement in an educational setting, leading others in the process of change, and promoting the profile of the College
- demonstrated leadership in the furthering of educational outcomes
- demonstrated understanding of both middle and senior schooling philosophies and pedagogies

2. Evidence of a mature and lived Christian faith

- demonstrated ability and willingness to apply Lutheran theological insights throughout the operation of the College.

3. Communication Skills

- demonstrated ability to work with all stakeholders - students, staff and parents in a diverse community to develop a learning environment across the campus that fosters creativity and excellence
- ability to present formally and informally to a variety of audiences in a range of settings

4. Managerial and Administrative Ability

- a proven ability to manage staff, programmes and resources in a complex environment
- demonstrated strategic and operational planning skills
- demonstrated high level ICT skills

5. Leadership of Staff and Students

- ability to focus on the individual needs of students and to provide opportunities for growth and development in all areas
- capacity to work with the College community in order to motivate and to support staff, to develop their diverse talents and to foster their personal growth, through the creation and building of sympathetic and effective teams

6. Program Development, Implementation and Review

- demonstrated high level conceptual, analytical and planning skills for use in the implementation of College policies and priorities which optimise learning outcomes
- demonstrated capacity to adapt to and to manage significant change