



Prince Alfred College

Appointment of the Head of Senior School Information for Applicants

The School

Prince Alfred College is an independent, single sex school for boys enrolling students from Kindergarten to Year 12 in Adelaide, South Australia.

The School was established in 1869 and named after the second son of Queen Victoria, who visited the colony of South Australian in 1867. Originally a School in the Wesleyan Methodist tradition, it became an agency of the Uniting Church in Australia in 1977.

The Senior School has a current enrolment of 350 boys from Year 10 to Year 12 with numbers predicted to rise to over 400 in the near future. In recent years, the Senior School campus has been completely rebuilt and now comprises outstanding facilities for teaching and learning. A Master Plan for further capital expansion is under development.

The School has an international perspective and has adopted a Middle Years Program based on the MYP of the International Baccalaureate Organization. The SACE and IB Diploma are offered to students in Years 11 and 12.

The School will embark on an exciting new leadership model in 2009 which will focus on strategic and educational leadership to enhance our position as a world class school for boys. The School is seeking someone to continue to build on the strong growth and outstanding reputation of the School.

Statement of Purpose

Prince Alfred College is committed to developing boys into men who value integrity, excellence and Christian principles and who will serve their community and the world with confidence and compassion.

Vision Statement

To build on our proud tradition to be a world class school for boys.

Values

- an allegiance to Christian values
- a commitment to learning excellence and creative thinking
- a sense of community and citizenship
- an appreciation of diversity
- a commitment to responsible leadership and teamwork
- a devotion to realising individual potential
- a respect for each other and our environment
- an esteem for our heritage.

Goals

1. Values and Culture

We will affirm and enhance a culture that upholds Christian values, respects tradition and instils a commitment to service and the global community.

2. Teaching and Learning

We will provide a rich learning environment comprising a challenging curriculum, and a diverse co-curriculum within a caring environment.

3. Leadership and Governance

We will develop and demonstrate leadership at all levels in the School.

4. Resources and Environment

We will provide the best possible human, physical and financial resources to develop as a world class school for boys.

The Position

The Head of Senior School is directly responsible to the Headmaster for the proper conduct, management and development of the Senior School. He/She supports the Headmaster to lead, manage and develop the School's educational philosophy and strategic vision.

Responsibilities

The Head of Senior School is responsible for:

- Effectively implementing all school policy in the Senior School (10-12) as set by the Council and the Headmaster.
- Initiation and management of the day-to-day operations in the Senior School, including budget development, maintenance, planning, special needs, relations with parents, appraisals of staff.
- Responsibility for the daily running of the Senior School.
- Development of the character of the Senior School consistent with PAC's vision, goals and core values.
- Development of all programs to meet the needs of students in the Senior School.
- Selection of Senior School teaching staff in conjunction with the Headmaster, and providing for their ongoing pastoral care.
- Responsibility for pastoral care of students and disciplinary matters in the Senior School.
- Responsibility for curriculum development and planning in the Senior School.
- Having input into business activities and decisions in areas such as buildings, administration, finance and information technology as far as they relate to the Senior School.
- Maintain and enhance the School's excellent capacity to attract and retain students capable of high achievement, a sense of compassion for others, and future leadership in society.
- Some classroom teaching as negotiated with the Headmaster.

Please refer to the more detailed job description for Head of Senior School.

The Person

The Head of Senior School shall be a person:

- Of Christian faith and character. He or she shall be appreciative of the ethos of the Uniting Church in Australia, and capable of furthering the Christian values of the School;
- With leadership qualities and a proven record in school leadership;
- With an appreciation of single sex education for boys and an understanding of the SACE and International Baccalaureate Diploma;
- With proven administrative skills and ability;
- With a demonstrated ability to communicate effectively with students, staff, parents and the broader school community;
- With enthusiasm, energy and zeal, capable of promoting the Senior School within the community and public arena, and capable of devoting and willing to devote time to the ongoing life of the School;
- Who is a highly qualified and experienced in secondary education. A post graduate degree is highly desirable.

Key Selection Criteria

The following criteria will form the basis of the selection process:

- Excellent administrative and organisational skills reflected in daily management and policy implementation.
- Innovative practices in an educational context and an ability to manage change.
- Excellent interpersonal skills and confidence in working with students, staff, parents and external groups and agencies.
- Confidence in the supervision, appraisal and management of staff.
- Expertise in curriculum implementation and innovation.
- Demonstrated exemplary teaching practices and an ability to enhance teaching and learning experiences.
- Ability to successfully promote and enhance the public standing of the School.

Conditions of Appointment

The initial appointment is for five years, with extensions of contract dependent on a successful review of performance.

Remuneration will be negotiated with the successful applicant. The salary package will include superannuation, fee rebate for any sons educated at the School and reasonable relocation expenses where appropriate. The package will be reviewed annually.

The position is to commence preferably on 1 January 2009.

The successful applicant may be required to undergo psychological and medical examination at the School's expense, and will be required to be registered by the South Australian Teachers Registration Board, including a criminal record check.

The School reserves the right to fill the position by invitation or to make an interim appointment as necessary.

Applications

Applications for the position of Head of Senior School, Prince Alfred College should be marked confidential and forwarded to:

Terry Learmonth
Human Resources Manager
Prince Alfred College
PO Box 571
Kent Town SA 5071
Email: tlearmonth@pac.edu.au

How to Apply

Applications forms are available on the Prince Alfred College website www.pac.edu.au

Read the position description carefully.

If you have any queries regarding the position, contact the HR Manager, Terry Learmonth on 8334 1200 or tlearmonth@pac.edu.au.

Prepare your application with the following information:

- Application form completed.
- Address and summarise succinctly, on no more than two pages, the key selection criteria.
- Address and summarise succinctly, on no more than one page, your educational philosophy.
- Your Curriculum Vitae, which will include:
 - Academic and professional qualifications.
 - Current position and description of responsibilities.
 - Details of previous appointments and career achievements with particular reference to teaching, management, leadership and administrative experience.
 - Membership of, and involvement with, professional organizations.
 - Cultural, recreational, Church and other interests.
 - The names, addresses and full contact details of three referees who may be approached. All referees must have first hand knowledge of the applicant's abilities and experiences.
 - Applicants may also, at their absolute discretion, provide additional information such as date of birth, nationality, marital status, family details and a recent photograph.

Applications that do not specifically address the selection criteria may not be considered.

Combine all application documents into one single attachment rather than multiple attachments.

Forward you application by the closing date to the HR Manager.

If in the event you are applying for multiple positions you will need an application for each position.

Privacy and Your Application

Any application you submit will be treated as strictly confidential.

The personal information you submit as part of your application is collected for the purpose of assessing your application. The School is required by law to collect information under Child Protection legislation.

Your application will be stored until the position is filled, and if you are the successful candidate, may be stored in your personal file.

Prince Alfred College may disclose your personal information to your nominated referees and relevant institutions for the verification of your qualifications. We will not disclose any of your personal information to any other, unrelated third parties without your consent.

In submitting your application, you may provide us with the personal information of others, such as your referees. In this case we encourage you to inform them that you are disclosing the information to Prince Alfred College.

Applications close at 4.00pm on Thursday 26 June, 2008.

Enquiries

Confidential enquiries about the position should be directed to the Headmaster, Mr Kevin Tutt, by telephoning 08 8334 1200 or by email on ktutt@pac.edu.au.

Additional information is available on the School's website at www.pac.edu.au.