



ST ANDREW'S
CATHEDRAL
SCHOOL
FOUNDED 1885



Appointment of Head of Gawura information for applicants

2018 > head of gawura school

www.sacs.nsw.edu.au
Sydney Square, Sydney

heart
mind
life

St Andrew's Cathedral Gawura School

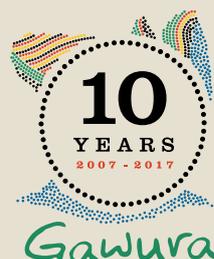
St Andrew's Cathedral Gawura School is a Kindergarten to Year 6 school within a school for over twenty city Aboriginal and Torres Strait Islander children. It provides a strong focus on literacy and numeracy set down in the context of celebration and pride in Aboriginal cultural identity and spirituality.

Although Gawura is registered as a school in its own right catering for Aboriginal and Torres Strait Islander students from the inner areas of Sydney city, it is an integral part of St Andrew's Cathedral School and all that it has to offer.

We are enormously proud of Gawura, which was established in 2007 is now 10 years old and achieving exceptional results.

Gawura aims to help reverse the overwhelming educational disadvantage experienced by Aboriginal and Torres Strait Islander children across the whole country.

As a day school in Sydney's city centre, Gawura demonstrates its commitment to this challenge by offering a unique, culturally enriched educational journey to Indigenous students who live in the CBD's neighbouring suburbs.



St Andrew's Cathedral School

Welcome and overview

Since 1885, St Andrew's Cathedral School has occupied a unique place in the life of the City of Sydney through its educational quality, Christian ethos and student learning practices. The school offers a purposeful and creative learning environment for all students based on its central city location, its holistic approach to education through a comprehensive curriculum, its connection with the Cathedral and its underpinning Christian philosophy and mission.



Governance

The government and management of the school is the responsibility of the St Andrew's Cathedral School Council constituted with the powers and functions contained within the Ordinance under which it operates – (extract from the Ordinance on which the school operates).

Within the limits of the Ordinance and Diocesan regulation, School Council has responsibility for:

- Goal-setting and long term planning.
- Selection, appraisal and pastoral care for the Head of School
- Budget control and financial management.
- Political matters, promotion and public relations of the school.

- Finance: fee structure, fundraising policy and government grants.
- Industrial relations: provision of remuneration and conditions.
- Provision of land, buildings and other capital improvements.
- Maintenance and provision of resources and equipment.
- Legal matters.
- School Council delegates authority to the Head of School to manage the daily operation of the school and the implementation of policy.

The current Chair of St Andrew's Cathedral School and Gawura is Rev Kanishka Raffel.

St Andrew's Cathedral Gawura School

Personal and professional qualities of the Head of Gawura

The Head of Gawura must demonstrate initiative, leadership, and excellence in teaching and have a thorough understanding of contemporary educational issues. He/she must possess outstanding management, communication and public relations skills and be able to implement a coherent philosophy of both Christian and Aboriginal Inclusive Education.

Responsibilities of the Head of Gawura

- Provide leadership, direction, supervision and care for staff and students, emphasising the Christian ethos and philosophy of the school.
- Provide leadership in developing Aboriginal and Torres Strait Islander cultural awareness, upholding the inclusive philosophy of the school.
- Work with the Director of Primary Education to ensure the Gawura and the Junior School work cooperatively and inclusively, maximizing the benefits of both schools for the betterment of the education of all students.
- Ensure that a high value is placed on Christian Studies and appropriate integration of a Christian worldview in the broader curriculum.

Educational Leadership

- Develop, with the Director of Primary Education, a rolling five-year educational strategic plan covering curriculum, assessment, cultural awareness and reporting.

- Implement and supervise the curriculum, assessment and reporting to meet the needs and interests of students and the reasonable expectations of parents at a standard recognised by professional peers and external agencies as appropriate.
- Promote high academic standards. Academic programs must be organised in accordance with the NSW NESA curriculum requirements.
- Provide regular advice and guidance to staff on cultural understanding and organisational needs.
- Make recommendations to the Director of Primary Education on initiatives to ensure appropriate adaptation and implementation of desirable educational changes.
- Encourage teaching methodologies that are appropriate to the educational needs of Indigenous students.

Management of Gawura staff

- Ensure good communication with and between staff members, and foster a high morale.
- Facilitate the professional development of staff and conduct staff appraisals as required.

Management of compliance matters

- Manage the obligation of the Gawura to comply with all relevant legislative requirements, including Child Protection, WHS, State and Federal reporting matters, Teacher Accreditation and Gawura registration.

Management of resources

- Work with the Director of Primary Education to provide efficient and effective management of the resources of the Gawura operating within budget, yet seeking always to secure and improve resources.
- Optimise student numbers in classes.
- Regularly review aspects of the Gawura administration to optimise efficiency with reference to appropriate benchmarks.
- Attend to matters related to the provision of capital resources for Gawura, as appropriate.
- Facilitate the raising of donations for Gawura resources and other needs.
- Meet fortnightly with the Deputy Head of School on the performance of Gawura.
- Oversight of the Gawura Bus daily organisation under the direction of the Executive Director of School Services and in compliance to the school's policy regarding Gawura transport.

Communication

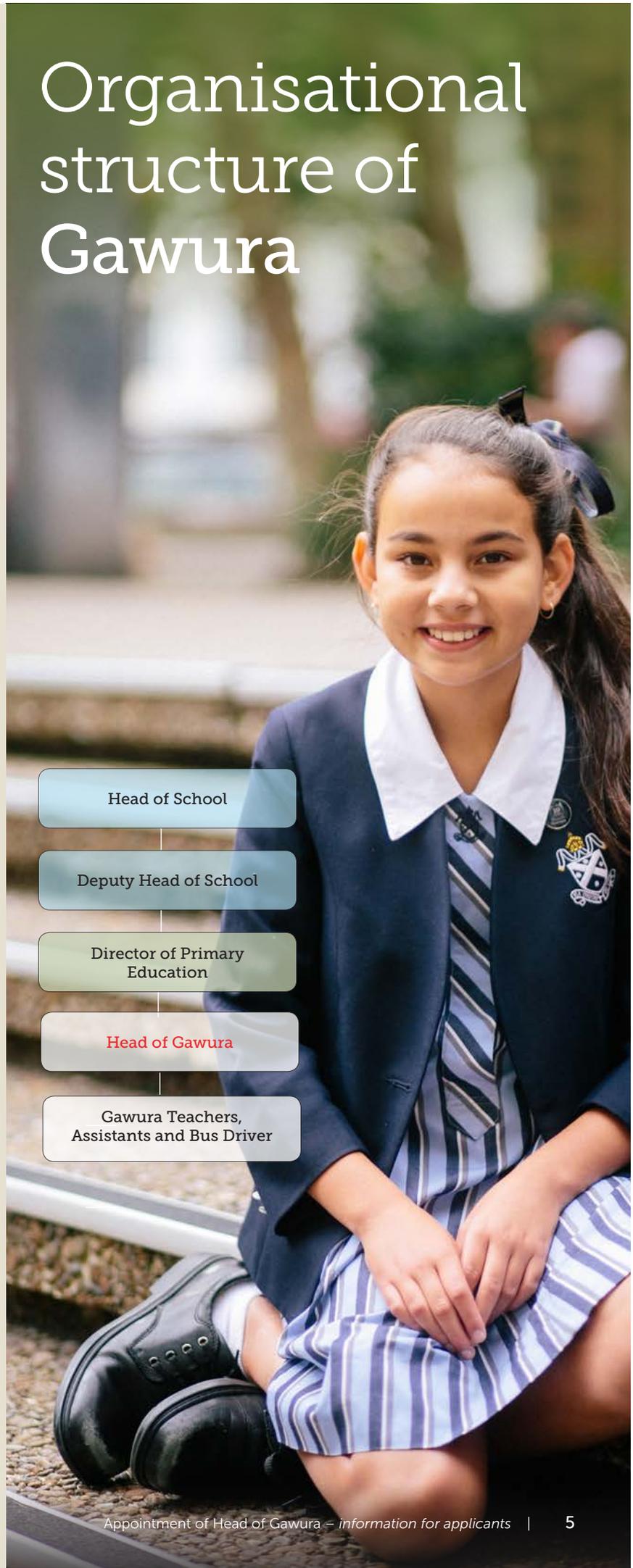
- Communicate effectively with the Director of Primary Education to ensure a strong level of trust and understanding essential for a successful partnership in operating Gawura.
- Interact frequently with parents, building rapport with them to understand better the needs and circumstances of their children, to harness effectively their informal advocacy and promotion of Gawura and their support for the various events and fundraising activities within the school.

Organisational structure of Gawura

- Assist the Director of Development Gawura to raise the profile of Gawura as a lighthouse school of Indigenous education by writing articles for school publications and newsletters and being available for media opportunities and fundraising events.

Pastoral management and supervision of Gawura students

- Liaise with in-school (EALD and School Psychologists, etc) and out of school professionals (medical and paramedical) on the pastoral needs of the Gawura students
- Liaise with the Deputy Head Pastoral of the Junior School to ensure consistencies in policies and management of behavioural needs
- Follow all procedures regarding the reporting and communication of behavioural incidents.
- Ensure any grievances from Gawura parents are treated fairly by complying with and following the Complaint and Grievances Policy and Procedures.



Head of School

Deputy Head of School

Director of Primary Education

Head of Gawura

Gawura Teachers,
Assistants and Bus Driver

Conditions of employment

It is expected that the Head of Gawura will commence full time responsibilities before the commencement of Term One 2018.

An attractive remuneration package will be negotiated between St Andrew's Cathedral School and the Head of Gawura. The following elements are available in proportions nominated by the Head of Gawura (subject to Government regulations);

- Salary
- Other benefits as agreed to by the Head of School
- Fringe benefits tax as applicable; and
- Superannuation (including compulsory and voluntary employer and employee contributions).

The package will be reviewed annually. There will be an annual performance appraisal. Reasonable relocation expenses may be paid.

Applications

For the full position description and information on how to apply please visit our website <http://www.sacs.nsw.edu.au/job-listing.aspx>

Applicants should include the following information:

- Full name, residential address, telephone number(s) and other contact details;
- Full details of academic qualifications and achievements, giving names of institutions and dates;
- Church membership and involvement;
- An explanation of the Christian Gospel (in approximately 100 words);
- Full details of educational and administrative experience;
- Details of any Aboriginal and/ or Torres Strait Islander heritage, if applicable.
- Details of other relevant qualifications or experience;
- Cultural and sporting interests;

- A statement that details the applicant's vision for Christian education as it might apply to St Andrew's Cathedral Gawura School;
- At least two written references, ideally one from the Minister of the church attended currently by the applicant, and one related to the applicant's educational and administrative activities;
- The names, addresses and telephone numbers of at least two other referees, one of whom can provide a character testimonial and one of whom can provide further information on the applicant's educational and administrative experience;

Applications close 22 September 2017. Receipt of applications will be acknowledged.

Applications can only be considered if they include the requirements detailed at - <http://www.sacs.nsw.edu.au/contentpages/How-to-Apply>

Considerations of applications

St Andrew's Cathedral School will handle all expressions of interest and formal applications in confidence.

A panel will interview short-listed candidates.

St Andrew's Cathedral School reserves the right to revise the terms and conditions set out in this document at any time prior to making an appointment, or not to make an appointment.

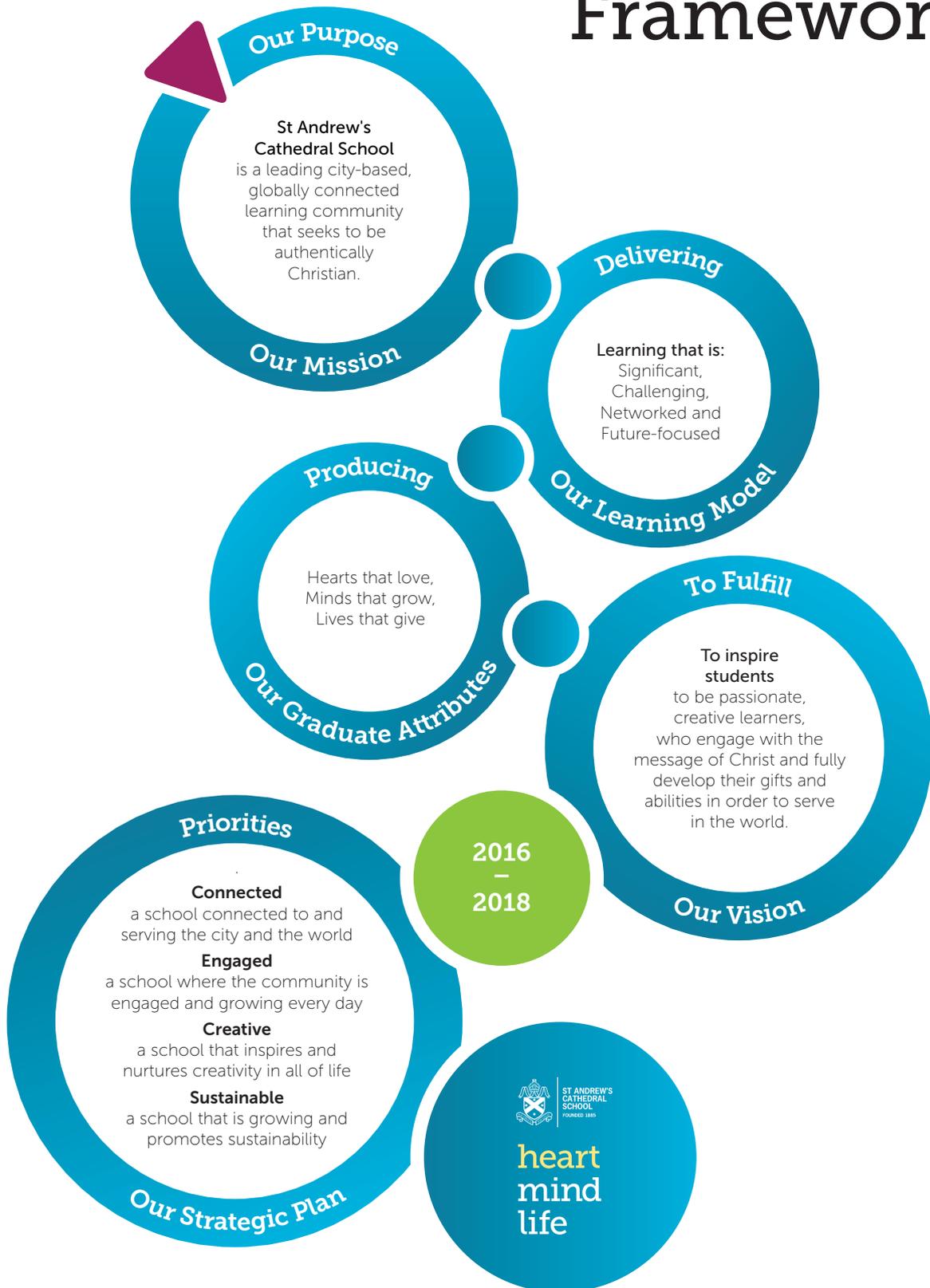
Privacy statement

In relation to your application, please be aware that:

In applying for this position, you will be providing St Andrew's Cathedral School with personal information.

- 1 If you provide us with personal information, we will collect the information to assess your application.
- 2 You agree that we may store this information until the position is filled, and in the case of you being the successful applicant, store it in your personal file.
- 3 You may seek access to personal information that we hold about you if your application is unsuccessful. However, there will be occasions when access may be denied.
- 4 We will not disclose this information to unrelated third parties without your consent.
- 5 We are required to conduct a criminal record check for the preferred applicant, and to collect certain information under child protection legislation.
- 6 If you provide us with the personal information of others, for example, the names and addresses of referees, we encourage you to inform them that you are disclosing their information to St Andrew's Cathedral School and why.

Strategic Framework



St Andrew's:

St Andrew's Cathedral School is a coeducational K-12 Anglican school, located in the heart of Sydney's CBD.

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