



# DIRECTOR OF LEARNING, CARE & CULTURE PRIMARY T-6

**LEADERSHIP 3 POSITION**  
TO COMMENCE IN 2026

*Information for Applicants*

LEARNING

CARE

CULTURE





Welcome to Wollondilly Anglican College. Thank you for requesting an application pack for this important position in our College. As the Headmaster, I am excited about the ongoing development of this outstanding College.

The Director of Learning, Care and Culture Primary T-6 (DLCC) is an Executive Position at the College and is responsible for the broad oversight of teaching & learning, wellbeing, ensuring that effective and efficient systems are in place to support student wellbeing and pastoral care programs, as well as co-curricular activities and events.

The DLCC will oversee the work of the Primary Leaders of Learning, Care and Culture and will assist in maintaining an orderly, disciplined, learning environment in which students are engaged and striving for academic and personal excellence. The DLCC is accountable to the Head of Primary Years and may also deputise for the Head of Primary Years from time to time.

The successful applicant will:

- be accredited with the New South Wales Educational Standards Authority (NESA).
- be a highly experienced Christian educational leader with teaching experience and qualifications suitable for such a leadership role.
- lead a team of highly competent, experienced and enthusiastic staff.
- have a partial teaching load, being employed at a Leadership 3 level
- be committed to leading the areas of Learning, Care and Culture in the Primary Years.

A handwritten signature in black ink, appearing to read 'T Norman', written in a cursive style.

**Mr Trevor Norman**  
*College Headmaster*

# VISION STATEMENT

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*Wollondilly Anglican College  
endeavors to provide a disciplined,  
caring, learning community where  
students and staff pursue excellence,  
and lives are transformed for  
Christ's glory.*







## ABOUT THE COLLEGE

Wollondilly Anglican College is a Pre-Kindergarten to Year 12 coeducational private school owned and operated by The Anglican Schools Corporation. The College is located on a pleasant 95-acre native Australian bushland property between Bargo and Tahmoor, just 60 minutes drive from Sydney's CBD.

The College has continuously been amongst the fastest growing Independent Schools in NSW, attracting families from areas such as the Southern Highlands, Wollondilly Shire, Picton and Camden. This is due to the College's extensive range of opportunities and a reputation for excellence. With Christ at the centre of the College, students learn that God loves them and has a plan for their lives.

# OUR FOCUS

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*At Wollondilly Anglican College we focus on three strategic areas - excellence in Learning, Care, and Culture.*

**LEARNING** - We will provide high-quality teaching in every classroom and in every lesson so that all students experience consistently high levels of academic growth.

**CARE** - Our aim is for every student to be cared for, feel connected to teachers and peers, and experience the safe, loving community that Jesus calls us to provide.

**CULTURE** - We will support all staff and students, within a Christ-centred community, to achieve and contribute to the continued high expectations of the College.



# ROLES & RESPONSIBILITIES

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## LEADERSHIP - LEARNING

- Responsible for NESA accreditation requirements for the Primary Years as detailed under Registration and Accreditation of Non Government Schools Manual (RANGS) (Learning and Welfare).
- Promote the development of high-quality teaching programs aligned with the Wollondilly Instructional Model.
- Responsible for the implementation of external testing (eg NAPLAN, PAT, Kindergarten Census) and assisting in the analysis of the data for reporting purposes.
- Oversight of Parent Teacher Interviews and Information Evenings.
- Managing report timelines & Edumate for reporting.
- Induction and supervision of Practicum teachers.
- Oversight of NSW Institute of Teachers and ISTAA for T-6 Staff.
- Leadership and direction of RFF teaching staff.

## TEACHING

- Exemplary class teacher who aligns with and promotes classroom practice inline with the Wollondilly Instructional Model.
- High level of organisation and management of personal teaching load.
- Ability to embed a well considered Biblical worldview into teaching and learning.

## LEADERSHIP - STAFFING

- Working closely with the Leaders of Learning, Care and Culture in Primary Years.
- Work collaboratively with the Directors of Secondary to foster connection across T-12.
- Foster a collaborative culture across the staff team, ensuring there is understanding, engagement and buy-in from all staff.
- Model a dependence on God and a willingness to lead devotions and pray with and for staff.
- Ensure a positive culture of wellbeing for staff.
- Lead Primary Years meetings and professional learning where required.
- Work with the Executive Team to determine the professional learning program for staff.
- Oversee the onboarding of new staff members in the Primary Years.



# ROLES & RESPONSIBILITIES

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## LEADERSHIP - CARE & CULTURE

- Manage higher level student behavioural matters in line with the College Discipline Policy, including the facilitation of afternoon detentions.
- Develop a strong sense of belonging within the student body through oversight of the Student Representative Council and House initiatives (working with DCC Secondary).
- Embedding Learning Dispositions in the Primary Years.
- Orientation of new students.
- Monitor Primary Years uniform, standards and playground conduct.

## CO-CURRICULAR PROGRAM & COLLEGE EVENTS

- Support the development of co-curricular opportunities for Primary Years students.
- Work with the Head of Primary years in the scheduling of Primary Years events.
- Attend and have a strong Leadership presence at Primary Years and whole College events including those occurring outside of College hours.

## LEADERSHIP - PORTFOLIO

- As a member of the Executive, develop an area of passion and interest in consultation with the Headmaster that will contribute to the strategic direction of the College.
- Other duties as required by the Headmaster.



# SELECTION CRITERIA

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## CHRISTIAN LEADERSHIP

- A demonstrated personal faith in Jesus Christ with a strong commitment to the mission and values of Christian education within the Anglican tradition.
- Capacity to model and promote a Biblical worldview throughout teaching, learning, leadership and student development across the Primary Years.
- Willingness and ability to lead devotions, pray with and for staff and students, and contribute to the spiritual growth of the College community.

## STAFF LEADERSHIP AND DEVELOPMENT

- Demonstrated ability to lead and support Leaders of Learning, Care and Culture to achieve shared goals.
- Commitment to staff wellbeing, collaboration and a positive team culture through mentoring, professional learning and regular staff meetings.
- Strong ability to work collaboratively with Executive leadership to ensure alignment across T-12 in learning, care and culture.

## LEADERSHIP IN LEARNING, CARE AND CULTURE

- Demonstrated experience in leading and managing high-quality teaching programs, curriculum compliance and learning assessments, including NESA and external testing requirements.
- Capacity to lead wellbeing, behaviour and student development initiatives including Learning Dispositions, student orientation, detentions and the Student Representative Council.
- Ability to maintain high standards of discipline, culture and uniform across the Primary Years, while fostering a strong sense of belonging among students.



# HOW TO APPLY

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*Wollondilly Anglican College is committed to upholding child-safe principles and ensuring the wellbeing of all students. We adhere to the Child Safe Standards and require all staff to actively contribute to a culture of safety, respect, and care. Successful applicants must support these values and comply with all relevant child protection policies and legislation.*

Applications should include:

- A completed “*Application for Employment*” including the attachments listed in section 8 of the application form.
- Candidate Statement - A brief statement outlining what you feel you would bring to this position, what you would expect to accomplish in the role, and reflecting on your past experience in the context of the role description and selection criteria.
- A copy of your Curriculum Vitae (CV).
- Contact details for three supporting referees (church, professional and personal).

Applications should be addressed to:

**The Headmaster**  
**Wollondilly Anglican College**  
**Locked Bag 1011**  
**TAHMOOR NSW 2573**

Or by email to [employment@wac.nsw.edu.au](mailto:employment@wac.nsw.edu.au)  
(please scan and email documents as one PDF where possible).

**Applications close Wednesday, 23 July 2025**











# APPLICATION FOR EMPLOYMENT AS A TEACHER

Independent Schools NSW/ACT Standards Model  
(Teachers)  
Multi-Enterprise Agreement 2017

## SCHOOL AND POSITION

Position of:

Name of School:

Primary

Secondary

Permanent

Temporary

Full-time

Part-time

Casual

## PERSONAL DETAILS

Surname:

Given name/s:

Title:

Date of birth:

Sex:

Former names (if applicable):

Permanent address:

Postcode:

Address for correspondence:  
(if different from above)

Postcode:

Telephone numbers:

Private:

Work:

Mobile:

Email:

Country of Citizenship:

Australian Resident:

YES

NO

If NO, please attach a copy of Working VISA

Church currently attending:

How long:

WWC Clearance Number:

WWC Expiry Date:

WWC Verification Date:

Office Use Only



**EDUCATION****SECONDARY EDUCATION**

| Highest Award | School Attended | Year of Award |
|---------------|-----------------|---------------|
|               |                 |               |

**TERTIARY EDUCATION** (including current incomplete courses):

| Name and Location of Institution | Years of Attendance | Award Conferred | Date Conferred |
|----------------------------------|---------------------|-----------------|----------------|
|                                  |                     |                 |                |
|                                  |                     |                 |                |
|                                  |                     |                 |                |
|                                  |                     |                 |                |

**TEACHING QUALIFICATION** - I am qualified to teach:

☐ Infants      ☐ Primary

☐ Secondary – Teaching Subjects:

**SIGNIFICANT, RECENT & RELEVANT PROFESSIONAL DEVELOPMENT** (in general, within the last 5 years):

| Name and Location of Institution | Years of Attendance | Award Conferred (if applicable) | Date Conferred |
|----------------------------------|---------------------|---------------------------------|----------------|
|                                  |                     |                                 |                |
|                                  |                     |                                 |                |
|                                  |                     |                                 |                |
|                                  |                     |                                 |                |

**EMPLOYMENT HISTORY****PRESENT EMPLOYMENT:**

Name of Employer:

Address of Employer:

Postcode:

Name of Manager:

Commencement Date:

Current Position:

Other Position(s) Held with Present Employer:

Current Salary:

**PAST EMPLOYMENT:** (in reverse order from most recent employer)

| From | To | Name and Address of Employment | Full-Time/Part-Time/Casual | Years Completed* |
|------|----|--------------------------------|----------------------------|------------------|
|      |    |                                |                            |                  |
|      |    |                                |                            |                  |
|      |    |                                |                            |                  |
|      |    |                                |                            |                  |
|      |    |                                |                            |                  |
|      |    |                                |                            |                  |

\* Where part-time teaching is listed, please note your FTE load.

\* Part-time and casual teaching will only be included in calculation of service where appropriate evidence is supplied.

**Teacher Classification****as at 31 December 2010 (eg ST1, Step 6):****Independent Schools Teacher Accreditation Authority (ISTAA) status (as applicable):****Year in which ISTAA status conferred (as applicable):**

## TEACHER ACCREDITATION

All teachers are required to be accredited to work in a NSW school or centre-based early childhood service. The accrediting authority for the Anglican Schools Corporation is the NSW Education Standards Authority (NESA). This includes current teacher education students, graduates and interstate or overseas teachers.

Further information is available from the website: [www.educationstandards.nsw.edu.au](http://www.educationstandards.nsw.edu.au)

### Are you accredited with NESA?

☐ Yes

☐ No

If yes, please provide your accreditation number:

If yes, please provide your accreditation level:

If yes, please identify the Teacher Accreditation Authority:

If you cannot provide an accreditation number please indicate the reason below:

I was qualified and teaching (NSW Board of Studies subjects) in NSW,  
at some time during the five years before 1 October 2004

☐

My application is now with NESA

☐

## EMPLOYMENT SCREENING

Teaching positions are child-related employment. Child protection legislation requires preferred applicants to be subject to employment screening.

Have you ever had your registration, licensing, or classification  
as a teacher or any other entitlement to teach cancelled  
or suspended or withdrawn in Australia or any other country?

☐ Yes

☐ No

Have you ever been refused registration, accreditation, licensing,  
or classification as a teacher in Australia or any other country?

☐ Yes

☐ No

Have you ever been dismissed or asked to resign as a teacher  
in Australia or any other country?

☐ Yes

☐ No

Have you ever (or are you currently) the subject of disciplinary  
proceedings (or any action that might lead to such proceedings)  
in relation to your employment in Australia or any other country?

☐ Yes

☐ No

Have you ever been convicted of an offence carrying a penalty  
of imprisonment?

☐ Yes

☐ No

*If you have answered Yes to any of the above questions, please attach details.*



## DECLARATION

Do you have any illness/injury/health problem that may render you unable to carry out the inherent requirements of the position?

☐ Yes

☐ No

*If you have answered Yes to the above question, please attach details.*

**I certify that the information provided by me in this application form is complete and correct in every detail, and I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or the termination of any employment that may be offered.**

**APPLICANT'S SIGNATURE**

**DATE**

## 8. ATTACHMENTS

Listed below are documents relevant to your application. Please submit copies that have been verified as true copies of the original by either a Justice of the Peace or a Solicitor.

**Please note that copies are required of all applicable documents.** Please tick where attached.

- ☐ 1. '100 point' proof of identity (e.g. passport, birth certificate & licence/Medicare card)
- ☐ 2. Proof of citizenship / Australian residency (e.g. birth certificate, passport, visa)
- ☐ 3. University or College final transcript of academic results indicating eligibility for Award
- ☐ 4. Teaching Qualification
- ☐ 5. Other Degrees, Diplomas or Certificates including First-Aid Certificate (if applicable)
- ☐ 6. Statement(s) of service showing:
  - a) commencement dates
  - b) termination dates
  - c) whether service was full-time or part-time or casual
  - d) for part-time or casual service, details of hours/days worked
- ☐ 7. Evidence of teacher classification as at 31 December 2010
- ☐ 8. Evidence of ISTAA accreditation
- ☐ 9. Working with Children Check Clearance number
- ☐ 10. Details of any relevant employment screening matter
- ☐ 11. Details of any relevant illness/injury
- ☐ 12. Copy of Working VISA if applicable
- ☐ 13. Copy of COVID-19 Digital Certificate

***Please return my documents, as appropriate, if my application is unsuccessful***

**How did you hear about this role?**



## Anglican Schools Corporation Employment Application Collection Notice

1. In applying for a position with Anglican Schools Corporation (ASC), whose operations includes schools that are listed on the ASC website ([www.tasc.nsw.edu.au](http://www.tasc.nsw.edu.au)), you will be providing ASC with personal information. We can be contacted at Level 3, 4-8 Woodville Street, Hurstville NSW 2220, 02 8567 4000, [enquiries@tasc.nsw.edu.au](mailto:enquiries@tasc.nsw.edu.au).
2. We collect your personal information directly from you (for example, your name and address or information contained on your resume). We may also collect it from other sources (such as your referees and the results of other background and working with children checks). We collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The [ASC Privacy Policy](#), accessible on the ASC website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which ASC has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others or where ASC is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, having regards to the grounds for refusal, it would be unreasonable to provide reasons).
4. We will not disclose this information to a third party without your consent unless otherwise permitted.
5. We are required to collect information under child protection laws. We may also collect personal information about you in accordance with these laws.
6. ASC may use online or 'cloud' service providers to store personal information and to provide services to ASC that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about ASC use of on online or 'cloud' service providers is contained in the ASC Privacy Policy.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to ASC and why.

September 2021