



**ST JOHN'S**  
LUTHERAN  
PRIMARY SCHOOL  
PRAISE LOVE SERVE

# PRINCIPAL

CANDIDATE  
INFORMATION PACK





# Invitation from the Board

On behalf of the School Board of St John's Lutheran Primary School, Portland, I invite you to apply for the role of Principal.

St John's is a Christ-centred Foundation to Year 6 learning community, deeply connected to its congregation and the wider Portland region. We partner closely with families to nurture each child's unique, God-given gifts through high quality teaching, strong pastoral care, and a culture shaped by our values of Praise, Love, and Serve.

We are seeking a spiritual and educational leader who will uphold and enrich our Lutheran identity, inspire staff, and guide the school's strategic direction with confidence and compassion. The successful candidate will thrive in our close-knit coastal community and work collaboratively with our congregation, School Board, and Lutheran Education VIC/NSW/TAS (LEVNT).

Located in Victoria's oldest town, St John's enjoys a unique coastal-rural setting that supports a close-knit school community with strong heritage, natural beauty, and a proud local identity. The next Principal will play a pivotal role in shaping the continued growth and flourishing of our school.

Proposed commencement:  
Term 3, 2026 (negotiable)

We pray that you will prayerfully consider this outstanding opportunity to lead, serve, and grow with our St John's community.

Brigita Keiller  
**Board Chair**

St John's Lutheran Primary School, Portland



# About Our School



St John's Lutheran Primary School is a Foundation to Year 6 co-educational Christian learning community, serving Portland and its surrounding districts since 1980. As a ministry of the Portland–Heywood Lutheran Church, our school is grounded in Lutheran theology and committed to nurturing every child as a unique and valued creation of God.

We provide a caring, Christ-centred environment where strong relationships, personalised learning, and a deep sense of belonging help students flourish academically, spiritually, socially, and emotionally. Our curriculum delivers firm foundations in literacy and numeracy, complemented by rich learning experiences in Music, STEM, Japanese, and Physical Education.

St John's is a small, connected school in which students are known personally and supported holistically. There is a proposed facilities development to accommodate the current enrolment growth.

Our staff work collaboratively within a warm and supportive culture, driven by a shared commitment to high-quality teaching practice, professional development, pastoral care, and Christian witness.

Situated in Victoria's oldest settlement, St John's benefits from Portland's distinctive coastal-rural character. The surrounding landscape, heritage, and community partnerships enrich student learning, wellbeing, and engagement with the wider world.

At St John's, we partner with families, congregation members, and the broader community to nurture each child's God-given gifts and empower them to "Praise, Love, Serve" in their daily lives.

# Teaching and Learning Philosophy

At St John's Lutheran Primary School, Portland, our approach to teaching and learning is grounded in the belief that every child is a unique, capable and deeply valued creation of God. We seek to nurture the whole child — spiritually, academically, socially, emotionally, and physically — through a learning environment that is both Christ-centred and future-focused.

Our philosophy is shaped by three core commitments:

## 1. Learning that is Christ-Centred and Values-Driven

Teaching and learning at St John's is framed by our vision Praise, Love, Serve, and grounded in the gospel values of compassion, grace, dignity, and service.

We support students to grow in wisdom, character, and faith by:

- Embedding Christian values in daily practice and relationships
- Encouraging curiosity, gratitude, and care for self and others
- Creating opportunities for students to engage in service learning and authentic community contribution
- Cultivating a supportive environment in which each child feels known and valued

## 2. Learning that is Inclusive, Engaging and Evidence-Based

We believe that high-quality teaching transforms lives. Our staff use contemporary pedagogical approaches informed by research and tailored to meet the diverse needs of learners.

We engage students through:

- Explicit and scaffolded teaching approaches
- Differentiated learning experiences that honour individual strengths and needs
- Ongoing use of assessment and data to inform instruction and track progress
- Inquiry-rich, hands-on learning opportunities
- Strong foundations in literacy and numeracy, supported by specialist programs
- Rich curriculum experiences in Music, STEM, Japanese, and Physical Education

Every learner is encouraged to take an active role in their learning, build confidence and independence, and strive towards personal excellence.

### 3. Learning that Builds Community, Partnership, and Belonging

We believe learning thrives in a community where relationships are strong and every individual feels safe, respected, and connected.

We partner with families, congregation members, and the wider Portland community to enrich learning through:

- Authentic and open communication
- Collaboration between home and school
- Learning experiences that draw on our coastal rural context
- Community engagement, excursions, and local partnerships that deepen learning

Together, we create an environment where students feel a sense of belonging, purpose, agency, and hope.

### Our Vision for Our Learners

We aspire for every St John's learner to be:

- Curious thinkers who ask questions and seek understanding
- Engaged contributors who use their gifts to serve others
- Resilient problem solvers who respond creatively to challenges
- Compassionate individuals shaped by Christian values
- Confident, capable learners prepared for an ever-changing world



# Lutheran Identity, Mission & Values

## Our Lutheran Identity

St John's Lutheran Primary School is a Christ centred community where the gospel of Jesus Christ informs all teaching, learning, relationships, and decision-making. Our identity as a Lutheran school reflects the belief that every child is a precious, unique creation of God, deeply loved and called to grow in their God given gifts.

We seek to embody a living Christian faith, expressed through worship, pastoral care, service, and a culture of grace. Staff, students, and families are encouraged to engage in authentic Christian community, grounded in the teachings and traditions of the Lutheran Church of Australia.

Our partnership with Lutheran Education VIC/NSW/TAS (LEVNT) strengthens our shared commitment to faith formation, contemporary learning, pastoral practice, and professional growth within the wider family of Lutheran schools.

## Our Vision Statement

Peace Love Serve

Our vision captures the heart of who we are and who we strive to be—people who praise God with joy, love others with compassion, and serve generously within our school, church, and community.

## Our Mission Statement

In partnership with families, St John's nurtures each child's spiritual, intellectual, physical, social, and emotional development through high quality, Christ centred education. We aim to prepare students for a life of purpose, character, and service.

# Our Core Values

## Praise

We aspire to be a community that:

- Reflects Christ's love through daily actions and attitudes
- Celebrates and acknowledges the gifts God has given each child
- Becomes a warm, welcoming and joyful place of learning and belonging

## Love

We commit to a culture that is:

- Inclusive, respectful, and compassionate
- Built on honesty, openness, and trust
- Nurtured through strong relationships between staff, students, and families

## Serve

We value:

- Teaching and learning that is purposeful, engaging, and grounded in best practice
- Students developing the skills to positively impact their community
- A partnership with families as essential contributors in each child's education



# Governance

St John's Lutheran Primary School, Portland, is governed through a clearly defined and collaborative governance structure that ensures strategic clarity, regulatory compliance, and the ongoing health of the school community.

The school is incorporated as a company limited by guarantee, with Lutheran Education VIC/NSW/TAS (LEVNT) as its sole member. The School Board is responsible for the governance of the school, including policy oversight, strategic direction, financial sustainability, and risk and compliance obligations. The Board acts to ensure that St John's remains a strong, Christ centred educational community.

The Principal attends all School Board meetings as a non-voting member and provides regular written and verbal reports to support informed governance and transparent communication. The Principal also participates in Board sub-committees—typically including Finance, Risk & OH&S, Policy, and Grounds—ensuring alignment between operational leadership and strategic priorities.

St John's maintains a close and active partnership with LEVNT, which provides ongoing support, advice, and oversight in areas such as leadership development, compliance, spiritual formation, strategic planning, and operational effectiveness.

A strong working relationship between the Principal, Board Chair, congregation, and LEVNT underpins the effective governance of the school. Open communication, shared purpose, and mutual trust ensure that strategic goals, Lutheran identity, and community expectations are upheld in all aspects of school life.

The primary purpose of our governance model is to ensure that St John's continues to provide high quality, Christ centred education; remains compliant and sustainable; and flourishes as a vital part of the mission and ministry of the Lutheran Church in Portland.



# Position Overview

The Principal of St John's Lutheran Primary School, Portland, is the spiritual, educational, and operational leader of the school. The Principal ensures that St John's delivers high quality, Christ centred education and maintains strong alignment with Lutheran theology, contemporary educational practice, and all regulatory requirements.

Working in close partnership with the School Board, LEVNT, staff, families, and the wider community, the Principal leads the strategic direction of the school while modelling servant leadership grounded in the gospel. The Principal actively nurtures a culture shaped by the school's vision — *Praise, Love, Serve* — ensuring that faith, learning, wellbeing, and community engagement are central to school life.

The role includes responsibility for:

- Leading a positive, collaborative, and professional staff culture
- Upholding and enriching the Lutheran identity and ethos of the school
- Providing strong instructional leadership and fostering high quality teaching and learning
- Ensuring compliance with VRQA, LEA, LEVNT, and legislative requirements
- Strengthening relationships with students, families, congregation partners, and the wider Portland community
- Overseeing finance, operations, risk management, and school improvement
- Actively promoting the school and supporting enrolment growth

The Principal also contributes to teaching and learning through a small teaching component (approximately 0.2 FTE), ensuring ongoing connection with classroom practice and student wellbeing.

This is a deeply relational role requiring visibility, compassion, clarity, and the ability to lead with integrity in a closeknit coastal community. The Principal of St John's is entrusted with stewarding both the present and future of the school—ensuring its sustainability, strengthening its mission, and enabling every child to flourish in their God given potential.

# Key Duties and Responsibilities

The Principal provides spiritual, educational, operational, and relational leadership across all aspects of St John's Lutheran Primary School. In partnership with the School Board and LEVNT, the Principal ensures the school remains a thriving, sustainable, and Christ centred learning community.

The key duties and responsibilities of the Principal include:

## 1. Ministry and Missional Leadership

- Uphold and model the Christian faith in accordance with the beliefs and practices of the Lutheran Church of Australia.
- Actively foster the Lutheran identity of the school through worship, Christian Studies, pastoral care, and community engagement.
- Encourage staff and students in faith formation, service learning, and the expression of Christian values in daily life.
- Build strong relationships with the local congregation and support the wider mission of Lutheran education.

## 2. Educational Leadership

- Provide strong instructional leadership and ensure high quality teaching and learning across the school.
- Lead curriculum development, assessment, and continuous improvement aligned with current evidence-based practice.
- Support staff in developing contemporary pedagogy that meets the diverse needs of learners.
- Maintain a clear focus on student achievement, wellbeing, and growth.

## 3. Student Safety and Wellbeing

- Ensure the school is a safe, supportive, and inclusive environment where all students feel known and valued.
- Oversee pastoral care, behaviour support, and wellbeing systems that reflect Christian values and legislative requirements.
- Ensure all staff meet their responsibilities in relation to the Child Safe Standards and mandatory reporting obligations.



#### 4. People and Culture

- Build, support, and lead a collaborative, positive, and professional staff community.
- Oversee staff development, performance growth, and professional learning.
- Manage staffing needs, including recruitment, induction, role clarity, and workforce planning.
- Foster a culture characterised by trust, respectful communication, and shared purpose.

#### 5. Governance, Compliance and Risk

- Ensure full compliance with VRQA, LEA, LEVNT, and all relevant legislative and regulatory obligations.
- Provide timely, accurate reporting to the School Board and participate actively in Board and sub-committee meetings.
- Lead the development, review, and implementation of school policies and procedures.
- Oversee risk management, emergency procedures, and organisational systems that support safe and sustainable operations.

#### 6. Finance and Business Stewardship

- Oversee annual budgeting, financial planning, and sustainable resource management in partnership with the Board and Business Manager.
- Ensure responsible stewardship of facilities, assets, and operational processes.
- Support strategic investment in programs, staffing, and facilities aligned with the school's growth and future development.

#### 7. Community Engagement and Enrolments

- Actively promote the school within the Portland community and maintain positive relationships with families.
- Lead enrolment processes, including interviews, community outreach, and marketing initiatives.
- Strengthen partnerships with early learning providers, local organisations, and neighbouring schools.
- Foster a welcoming culture where parents feel respected, informed, and engaged.

#### 8. Teaching Responsibilities

- Maintain a teaching component of approximately 0.2 FTE, modelling high quality pedagogy and maintaining direct connection with students.

# Selection Criteria

## Mandatory Requirements

The successful applicant must:

- Demonstrate a strong personal Christian faith and a genuine commitment to leading a Christ centred school community. Active membership in a Christian congregation is essential.
- Demonstrate the capacity to uphold and support the Lutheran ethos, theology, and values of St John's, working in partnership with LEVNT and the congregation.
- Have proven senior experience in teaching, educational leadership, and school administration.
- Hold (or be eligible for) teacher registration through the Victorian Institute of Teaching (VIT).
- Hold a relevant postgraduate qualification in leadership or management or demonstrate willingness to undertake further study.

## Desirable Requirements

- Experience in leading within Christian or values based educational settings.
- Familiarity with Lutheran education, LEA frameworks, or willingness to engage in professional learning related to Lutheran identity.
- Background in curriculum leadership, student support, and contemporary pedagogical practice.
- Experience in leading school improvement and engaging with external networks.



# Key Selection Criteria

Applicants must address the following criteria:

## 1. Christian Leadership

Demonstrated ability to lead a Christian school community, nurturing faith formation and modelling Christian Values in daily practice, while respectfully upholding and promoting the Lutheran ethos.

## 2. Strategic Vision and Educational Leadership

Proven capacity to think strategically, drive school improvement, and support an innovative, future focused learning environment grounded in best practice.

## 3. Instructional Leadership

Demonstrated skill in leading teaching and learning, supporting staff growth, using data to drive improvement, and maintaining high expectations for student achievement and wellbeing.

## 4. People Leadership and Collaboration

Highly developed interpersonal and communication skills, with the ability to build strong, trusting relationships with staff, students, families, congregation partners, LEVNT, and the wider Portland community.

## 5. Compliance, Governance, and Risk

Capacity to lead school operations with integrity, ensuring compliance with VRQA, LEVNT, LEA, and all legislative and policy.

## 6. Financial Stewardship

Ability to support the financial sustainability of the school, including budgeting, resource allocation, and stewardship of facilities in collaboration with the School Board.

## 7. Community Engagement and Enrolment Growth

Ability to build meaningful partnerships with families and the broader community, promote the school with authenticity, and support enrolment growth during a period of planned development and expansion.

# Terms of Employment

The Principal of St John's Lutheran Primary School, Portland, will be appointed under a fixed term contract, with conditions aligned to LEVNT guidelines for Principal employment in Victorian Lutheran schools.

## Contract Term

- A contract of up to five (5) years, with the opportunity for renewal following a performance review cycle.
- Contract length and commencement date are negotiable with the successful candidate.

## Remuneration

- An attractive salary package consistent with LEVNT Principal's Salaries and Conditions Guidelines, commensurate with qualifications, experience, and responsibilities.
- Package includes salary, superannuation, and access to salary packaging arrangements where applicable.

## Professional Development

- Strong commitment to professional learning supported by LEVNT and the School Board.
- Opportunities for leadership development, educational conferences, and theological/faith formation learning where appropriate.
- Study leave or structured development pathways may be negotiated in line with LEVNT policies.

## Performance Review

- An annual performance review and professional development plan will be facilitated by the Board Chair and/or designated reviewers.
- A more comprehensive external review(s) will be undertaken within the contract period in line with LEA/LEVNT expectations for Principal development and accountability.

## Teaching Load

- A small teaching component of approximately 0.2 FTE to maintain connection with students and classroom practice.

## Relocation

Reasonable relocation support may be offered by negotiation, including potential access to the LEA Transfer Fund (LTF).

- The LTF provides financial assistance to support the relocation of eligible staff appointed to full-time permanent positions within Lutheran schools.
- Funding may include reimbursement for relocation of standard household goods, and for long distance or remote relocations may extend to airfare support, vehicle transport, or associated travel costs (subject to LTF guidelines).
- Schools must apply through LEA, who obtain removalist quotes and manage approvals.
- For transparency, relocation arrangements may include a requirement for repayment should the appointee leave within two years of commencing.

## Other Conditions

- Appointment is subject to:
  - Current VIT registration
  - Child-safe compliance, including Working With Children Check
  - National Police Check
  - Upholding the Child Safe Standards and all safeguarding obligations
- Attendance at key school, community, and LEVNT events outside standard hours is expected as part of the leadership role.

## Commitment to Child Safety

St John's is a student-safe environment with zero tolerance for child abuse. All staff must comply with safety policies and legal obligations.



# Child Safety and Privacy

## Child Safety Commitment

St John's Lutheran Primary School, Portland, is committed to providing a safe, supportive, and nurturing environment for every child. As a child safe school, we maintain a zero tolerance approach to child abuse and uphold the highest standards of care, protection, and wellbeing.

All staff, volunteers, contractors, and visitors are expected to:

- Prioritise the safety and wellbeing of children at all times
- Uphold the Victorian Child Safe Standards and all legislative obligations
- Maintain professional boundaries and model safe, respectful behaviour
- Complete required child protection training and comply with mandatory reporting requirements
- Act immediately on any concerns regarding a child's safety, welfare, or wellbeing

Child safety is central to our identity as a Christian school and an essential expression of our responsibility to care for every child entrusted to us.

## Privacy Statement

In applying for the position of Principal at St John's Lutheran Primary School, Portland, you will be providing the school with personal information. This information is collected for the purpose of assessing your application and determining your suitability for employment.

## Collection and Use of Personal Information

The personal information we collect may include:

- Contact details
- Information in your CV and application documents
- Referee contacts and reference reports
- Records from interviews, credential checks, or verification processes

All information is collected to support a fair, thorough, and confidential selection process.

## Storage and Access

Your information will be stored securely and accessed only by authorised personnel involved in the recruitment process.

We will not disclose your personal information to a third party without your consent, except where required by law.

Unsuccessful applications will be kept for a limited period and then securely destroyed.

You may request access to your personal information; however, in some circumstances access may be declined where it would compromise the privacy of others or conflict with legal requirements.

## Referee Information

If you provide personal information about referees or other individuals, please inform them that their details have been shared with the school for recruitment purposes.

# How to Apply

Applicants are encouraged to review this Information Pack carefully and prepare an application that clearly demonstrates their alignment with the Christian ethos of the school and their capacity to lead St John's into its next chapter of growth and development.

A complete application should include:

## 1. Cover Letter (1 page)

A brief introduction outlining:

- Your motivation for applying
- Your Christian faith background
- Your vision for leadership in a primary school context
- Your alignment with St John's mission and values

## 2. Statement Addressing the Selection Criteria

- A concise response to all Key Selection Criteria (recommended maximum: one page per criterion).
- Applicants should provide clear evidence of impact and relevant examples from their leadership experience.

## 3. Curriculum Vitae

Including:

- Full name and contact details
- Employment history with key achievements
- Educational qualifications
- Professional memberships
- Church involvement (any Christian denomination)
- Relevant community, leadership, or voluntary roles

## 3. Referees

Contact details for at least three (3) confidential referees:

1. One professional referee (e.g., current or recent line manager)
2. One educational leadership referee
3. One pastoral or faith based referee (from any Christian tradition)

Referees will only be contacted with the applicant's consent.

# Application Process

## Confidentiality

All applications and enquires will be handled with strict confidentiality.

## Further Information

For a confidential discussion, enquiries about the application process, please contact:



**Ligia Learmonth**

Senior Consultant

E: [ligia.l@anzuk.education](mailto:ligia.l@anzuk.education)

P: 0417 636 542

or



**James Mundy**

National Head of Executive

E: [james.m@anzuk.education](mailto:james.m@anzuk.education)

P: 0422 228 164



# Application Process

## Application Timeline

- Applications Close: 5pm Monday 6 April (Easter Monday)
- Shortlisting: Conducted shortly after closing
- Interviews: Proposed for Thursday 9 April at St John's
- Commencement: Preferably Term 3, 2026 (negotiable)

Applications should be submitted as one combined PDF document.

All Applications should be addressed to The Board Chair, St John's Lutheran Primary School and emailed to Ligia Learmonth, Executive Consultant and James Mundy, Head of ANZUK Executive:

E: [ligia.l@anzuk.education](mailto:ligia.l@anzuk.education) and E: [james.m@anzuk.education](mailto:james.m@anzuk.education)

Subject Line: Principal Application – St John's Portland





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