



KINROSS WOLAROI  
— SCHOOL —

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# Deputy Principal

Term 1, 2027

Candidate Information Pack

Closing Date: 7 August 2026

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June 2026



## A message from the Principal, Mr Timothy Kelly

It is my great pleasure, as Principal of Kinross Wolaroi School, to invite applications for the position of **Deputy Principal**.

This is a rare and exciting opportunity to join a school that is both deeply established and distinctly forward-looking. Kinross Wolaroi stands at a pivotal moment – with strong foundations, a clear sense of purpose and the ambition to grow its impact across our region and beyond.

Located in the thriving regional centre of Orange, our School benefits from a dynamic and resilient local economy, strong ties to agriculture, health, education and professional services, and a community that is deeply invested in the success of its young people. This is a place where education is valued, relationships matter and innovation is both possible and expected.

We are building a leadership team that can take Kinross Wolaroi to its next chapter – one characterised by:

- exceptional learning outcomes
- a deeply embedded culture of wellbeing and belonging
- organisational excellence and accountability
- meaningful engagement with our regional community, including partnerships with industries

The Deputy Principal will be central to this work. This role is a **strategic and operational leadership position requiring clarity of thinking, strength of character, and a genuine commitment to leading a complex, high-performing school community.**

If you are an experienced and aspirational leader who is ready to shape the future of a leading regional school, I warmly invite your application.

Kinross Wolaroi is a school poised for growth and ready to take the next step in its development as a leading regional centre of educational excellence.

**Timothy Kelly**  
Principal



## About Kinross Wolaroi School

**Kinross Wolaroi School** is a co-educational, independent day and boarding school of the Uniting Church. The School has a proud tradition of educating young people in its regional context and we have been doing so for more than 140 years.

With a strong history of excellent academic results along with a diverse co-curricular program, Kinross Wolaroi School is a non-selective school with approximately 1,000 students (including more than 330 boarders in Years 7-12), located in the regional centre of Orange, NSW. We firmly believe that the enjoyment of learning and the wellbeing of our students are paramount. Our students learn to think independently and develop a sense of authenticity that will be valuable in a world that is constantly evolving.

The School has two main campuses. The main campus, called *Wolaroi*, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for our boy boarders. The second campus, called *PLC*, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities and supporting infrastructure (including staff residences, recreation centre, outdoor swimming pool, tennis courts and playing fields).

All classroom activities (the normal school day activities) for all students enrolled in Pre-K to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on our School, please visit [www.kws.nsw.edu.au](http://www.kws.nsw.edu.au).

## About Orange

Kinross Wolaroi School is located in Orange, New South Wales – a vibrant and sophisticated regional centre widely recognised as one of Australia's most desirable places to live and work.

Set among rolling hills, vineyards and rich agricultural land, Orange offers a unique blend of professional opportunity, community connection and exceptional lifestyle. The region continues to experience steady growth across key industries including health, education, agriculture, professional services and advanced manufacturing.

Orange has built a national reputation for its award-winning **food and wine scene**, its thriving **arts and cultural community**, excellent **healthcare and education infrastructure** and a strong sense of **regional identity and connection**.

The city is regularly recognised in national liveability rankings and frequently features in media as one of Australia's leading regional destinations for both families and professionals seeking a high quality of life.



For those relocating, Orange offers:

- a genuine work-life balance
- access to quality schooling, childcare and healthcare
- a safe and welcoming community
- proximity and connection to Sydney (~3.5 hours by car, ~45 mins by plane), Canberra (~3 hours by car), Brisbane and Melbourne (~1.5 hours by plane) while retaining a strong regional character

For many of our staff, living and working in Orange is not a compromise – it is a deliberate and highly rewarding choice.

## Why join Kinross Wolaroi?

Kinross Wolaroi offers a leadership opportunity that is increasingly rare in Australian education:

- A **genuinely whole-school leadership role (Pre-K-12)** with scale and complexity
- A **thriving regional location** with strong economic growth and lifestyle appeal
- A **committed and engaged** parent community
- A culture that supports both **innovation and accountability**
- The opportunity to work with a newly appointed Principal and shape the **next phase of the School's strategic direction**

The School is committed to building leadership capability at the highest level.

Working closely with the Principal, the Deputy Principal will have the opportunity to engage deeply in:

- whole-school strategy development and execution
- governance and Council engagement
- complex organisational decision-making
- leadership of large and diverse teams

Under the leadership of an experienced and established Principal, this role offers exposure to the breadth and depth of contemporary school leadership practice.

For an experienced senior leader, this position provides a significant professional growth opportunity, including the further development of capabilities relevant to future principalship and system-level leadership roles.



## The Role

### PURPOSE

The Deputy Principal:

- Acts as the Principal’s senior operational delegate across the entire School
- Provides whole-of-school leadership and alignment
- Ensures excellence in teaching, learning, wellbeing and operations
- Drives a high-performance culture across leadership teams

This role reflects best practice in Australian independent schools where deputies:

- integrate strategy with execution
- lead cross-school systems and culture
- strengthen organisational capability and accountability

### KEY RESPONSIBILITIES

| Area                        | Responsibilities  |
|-----------------------------|---|
| <b>Executive Leadership</b> | <ul style="list-style-type: none"><li>• Act as Principal’s delegate across Pre-K–Year 12 operations.</li><li>• Drive alignment between strategic priorities and day-to-day execution.</li><li>• Lead cross-functional co-ordination across Academic, Wellbeing, Boarding and Operations.</li><li>• Provide high-quality advice to the Principal and School Council.</li><li>• Maintain proactive, transparent communication with the Principal (“no surprises”).</li><li>• Act as a trusted counsel on complex leadership decisions.</li><li>• Deputise for the Principal as required, including representation at key forums and events.</li><li>• Maintain strong leadership visibility across the School through active, daily engagement.</li></ul> |



| Area                                      | Responsibilities   |
|---|--|
| <b>School-Wide Operational Leadership</b> | <ul style="list-style-type: none"> <li>• Oversee daily operations including (but not limited to):               <ul style="list-style-type: none"> <li>○ academic programs.</li> <li>○ pastoral / wellbeing systems.</li> <li>○ co-curricular programs.</li> <li>○ student behaviour and discipline frameworks.</li> </ul> </li> <li>• Ensure consistent standards and expectations across all areas of the School.</li> <li>• Ensure clear, timely communication of operational matters across the School.</li> <li>• Maintain oversight of the School calendar and daily operational rhythm.</li> <li>• Oversee the coordination of key events, assemblies and ceremonial occasions.</li> <li>• Ensure effective operational responses to staffing disruptions (e.g. cover, adjustments).</li> <li>• Oversee key operational systems such as rosters, duties and schedules.</li> </ul> |
| <b>Culture and Performance</b>            | <ul style="list-style-type: none"> <li>• Lead a high-performance staff culture.</li> <li>• Drive:               <ul style="list-style-type: none"> <li>○ professional accountability;</li> <li>○ performance management; and</li> <li>○ leadership capability development.</li> </ul> </li> <li>• Actively monitor and uphold staff professional standards and expectations.</li> <li>• Actively support the maintenance of student standards and culture.</li> <li>• Model exemplary professional practice and leadership behaviours.</li> <li>• Maintain visible leadership presence to reinforce expectations and culture.</li> </ul>   |
| <b>Strategic Implementation</b>           | <ul style="list-style-type: none"> <li>• Translate strategic priorities (learning, wellbeing, engagement) into operational plans.</li> <li>• Lead school improvement initiatives.</li> <li>• Foster innovation in teaching and learning practice.</li> <li>• Lead cyclical review and refinement of policies, procedures and documentation.</li> <li>• Oversee staff induction and onboarding processes.</li> <li>• Lead and shape staff professional learning aligned to strategic priorities.</li> <li>• Ensure alignment of co-curricular programs with School ethos and strategy.</li> <li>• Support development and implementation of Human Resource policies and frameworks.</li> </ul>  |



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| Area                                   | Responsibilities   |
|--|--|
| <b>Risk, Compliance and Governance</b> | <ul style="list-style-type: none"> <li>• Ensure compliance with:               <ul style="list-style-type: none"> <li>○ child protection legislation</li> <li>○ WHS obligations</li> <li>○ NESA and registration requirements</li> </ul> </li> <li>• Maintain strong operational risk oversight.</li> <li>• Lead regular audit and review of compliance frameworks and documentation.</li> <li>• Oversee key compliance structures and committees (e.g. Workplace Health &amp; Safety (WHS), risk).</li> <li>• Ensure readiness for external review and accreditation processes.</li> <li>• Support leadership of critical incident management when required.</li> </ul> |
| <b>Stakeholder Leadership</b>          | <ul style="list-style-type: none"> <li>• Build strong, trust-based relationships with:               <ul style="list-style-type: none"> <li>○ staff</li> <li>○ parents</li> <li>○ students</li> <li>○ community</li> </ul> </li> <li>• Manage complex parent dynamics and community expectations.</li> <li>• Ensure all communication reflects the professionalism and stature of the School.</li> <li>• Actively engage with parents and community at School events.</li> <li>• Support and promote the School's reputation and standing.</li> <li>• Provide active support to colleagues during periods of high demand.</li> </ul>                                     |



## Candidate Profile

### ESSENTIAL EXPERIENCE

- Senior executive leadership in a K–12 or comparable school
- Demonstrated ability to lead:
  - whole-school operations
  - large teams
  - cultural and organisational change

### LEADERSHIP CAPABILITIES

- Strategic execution and delivery
- High-level judgement in complex situations
- Strong people leadership and performance management capability
- Ability to influence across diverse stakeholders
- Evidence-based decision making

### PERSONAL CHARACTERISTICS

- Integrity and sound judgement
- Resilience and composure under pressure
- Empathy and relational leadership
- Clarity and decisiveness

### CONTEXTUAL FIT

- Understanding of:
  - regional school communities
  - boarding environments
  - balance between academic, wellbeing and co-curricular priorities



## Application Process & Appointment Conditions

We are committed to a recruitment process that is professional, transparent and engaging.

| Application Stage  | Process  |
|--|--|
| <b>Step 1 – Initial Application</b>                                | <p>Please submit:</p> <ul style="list-style-type: none"> <li>• A covering letter (maximum 2 pages) outlining: <ul style="list-style-type: none"> <li>○ your leadership journey</li> <li>○ your motivation for this role</li> <li>○ the contribution you believe you would make to Kinross Wolaroi</li> </ul> </li> <li>• A current CV (maximum 5–6 pages)</li> </ul> <p><b>Submit via: <a href="mailto:recruitment@kws.nsw.edu.au">recruitment@kws.nsw.edu.au</a></b></p> <p><i>*Please note that we may begin reviewing applications and conducting interviews prior to the advertised closing date. As such we encourage interested candidates to apply as soon as possible.</i></p> |
| <b>Step 2 – Confidential Conversation (Shortlisted Candidates)</b> | <p>Selected candidates will be invited to a confidential discussion with the Principal (and/or nominated panel members) to explore:</p> <ul style="list-style-type: none"> <li>• leadership experience and style</li> <li>• alignment with the School’s direction</li> <li>• interest in the role and context</li> </ul>   |
| <b>Step 3 – Formal Interview and Engagement Day</b>                | <p>Shortlisted candidates will be invited to Orange for a comprehensive experience, which may include:</p> <ul style="list-style-type: none"> <li>• Panel interview with members of the School’s Executive and Council</li> <li>• Campus tour and immersion in School life</li> <li>• Opportunity to meet key staff</li> <li>• A structured leadership conversation or scenario-based discussion</li> </ul> <p>This stage is designed to give candidates a <b>genuine understanding of the School</b> and its unique context, while allowing us to understand <b>your approach to leadership</b> in practice.</p>  |



| Application Stage    | Process   |
|----------------------|---|
| Step 4 – Final Stage | Final candidates may be asked to: <ul style="list-style-type: none"><li>• Participate in a second conversation with the Principal and selected members of the School Council</li><li>• Provide referees (contacted only with consent)</li></ul> |

## TIMELINE

- **Applications open:** 26 June 2026
- **Applications close:** 14 August 2026
- **Appointment:** 1 January 2027, by negotiation

## APPOINTMENT CONDITIONS

- Senior executive appointment
- Full-time with significant out-of-hours responsibilities
- Maximum-term contract (typically 5 years)
- Teaching component (typically one class)
- Total Remuneration Package (TRP) commensurate with candidate experience and the scope and scale of the role, with reference to regional educational market benchmarks.

To make a confidential enquiry about this exciting, please contact the School’s Human Resources team at [recruitment@kws.nsw.edu.au](mailto:recruitment@kws.nsw.edu.au).