



Curriculum Vitae

Mrs Marilyn Louwen



Mrs Marilyn Louwen

Address:

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Gosnells 6110

Contact details:

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Qualifications:

Diploma of Teaching {Mt Lawley College 1980}

TRB membership:

Registration number: 32010621
Renewal due: 20 April 2026
Date of last TRBWA criminal record check: March 2021

Working With Children:

WA notice number: 989188
Renewal due: 5 February 2024

Mrs Marilyn Louwen

Employment history

January 2018—current Rehoboth Christian College

Secondary Principal

This role has seen me continue with the previous Deputy roles until 2023 when two Deputies were appointed for our growing needs and recently one of my Admin staff have taken on the relief management role.

In addition to that I;

- manage the internal organisation and day-to-day running of the Secondary School
- implement policies and decisions of the Board and CEO
- lead the staff and students of the Secondary School
- protect the welfare of staff and students of the Secondary School
- hold faith interviews for student enrolment.
- interview prospective staff and completed the employment process for successful applicants.
- organise timetabling, constructing gridlines, running Parent information events and managing student course selections.
- liaise Professional Learning needs, plans and the follow up to share learnt knowledge.
- lead the annual booklist process.
- coordinate various College events including Celebration evenings for Year 12 families, reporting to Parent afternoons/evenings and information evenings.
- support Staff needs and manage annual appraisals.
- work with Senior Leadership Team on strategic direction, School improvement plans, reregistration of the College, policy reviews, child safety and management responsibilities.
- work alongside the Primary School Principals to have a whole College approach to learning opportunities.

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Employment history

January—December 2017 Rehoboth Christian College

Deputy Principal

My role saw me complete training with the 8People program to encourage and develop young teachers, leading the Curriculum team and work with the SEQTA team to manage the portal for the College.

- managed report editing and construction.
- worked with the Bursar to set the College budget and run budgets for my Cost Centres.
- taken staffing interviews for prospective staff and completed the employment process for successful applicants.
- organised timetabling, constructing gridlines, running Parent information events and managing student course selections.
- managed relief for Operational and Teaching staff due to illness and Professional learning.
- liaised Professional Learning needs, plans and the follow up to share learnt knowledge.
- led the annual booklist process.
- Coordinated various College events including Orientation days, Presentation Nights, Celebration evenings for Year 12 families, reporting to Parent afternoons/evenings and information evenings.
- been the Staff support.
- managed staff and completed annual appraisals.

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Employment history

2014 - 2016 *Southern Hills Christian College*

Deputy Principal

At the beginning of 2014 I was appointed Deputy Principal of Southern Hills Christian College from Administration Deputy as part of a new College format which has allowed me the opportunity to grow and develop my skills in Staff management while becoming involved at an Administrative level with Finance, Policy and Strategic plans leading by example in my faith and work ethic.

I was Acting Principal during Term 3 2014 as the Principal was on sick leave which gave me the opportunity to be involved at an Association Executive level.

In these positions I have:

- taken interviews for student enrolment.
- taken staffing interviews for prospective staff and completed the employment process for successful applicants.
- organised timetabling, constructing gridlines, running Parent information events and managing student course selections.
- managed relief for Operational and Teaching staff due to illness and Professional learning.
- liaised Professional Learning needs, plans and the follow up to share learnt knowledge.
- led the annual booklist process.
- managed the process and written content for Student diaries.
- Coordinated various College events including Orientation days, Presentation Nights, Celebration evenings for Year 12 families, reporting to Parent afternoons/evenings and information evenings.
- been the Staff support.
- managed staff and completed annual appraisals.
- worked with the Principal on reregistration of the College and received a 4 year registration.
- currently attend the Swan Christian Education Association Executive 2016 Operational meetings.
- managed report editing and construction.
- worked with the Bursar to set the College budget and run budgets for my Cost Centres.

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Employment history

*2009 – 2013 Southern Hills Christian College
Deputy Principal - Administration*

In this role I worked alongside the Deputy for Pastoral Care still assisting with discipline and taking the female role in counselling situations. I was also responsible for the daily operations of the College in relation to the Administration and Curriculum management across K-12 working with the area coordinators to build a Curriculum team.

We worked together with the 'National Schools Improvement Tool' on a selected area each semester, planning, implementing and then qualifying our outcomes to set the plan for the following semester. I set up Professional Learning teams to assist us with our focus. Firstly mixed teams of Primary and Secondary staff, then faculty across the years and now year groups/faculties. Each has its benefits with staff now working across the years within subjects to plan, program, assess and encourage each other.

Believing that NAPLAN results are a snapshot of student progress we used them, along with ongoing teacher assessment, to formulate our strategic plan for the content progress we wanted to see in the following year and how we would implement it. I set up planning templates, worked with teachers in classrooms, reviewed teaching programs and worked with staff to refine and redirect when necessary empowering them to see the needs of their students and be creative in how they engaged them to inspire learning at all levels.

My role also included:

- assisting the Principal with interviewing prospective Staff for the College.
- leading the direction of Education assistants K-12.
- mentoring new Staff and supervising practicum teachers
- organising and coordinating the relief Staff needs on a daily basis and maintaining Staff leave records.
- Timetabling for Kindy to Year 12 using 'pen and paper' and then "Timetabler".
- Implementation of SEQTA and then TASS as our management system.
- Constructing gridlines, running Parent information events and managing student course selections.
- Duty and Staff Devotion rosters.
- assisting the Principal with staff well being events.
- planning, managing and emceeing at the end of Year Presentation Nights and Graduation events.
- attending a national "Masters of strategy in education" workshop series to create plans to secure sustainable success for our school as we looked at ways to educate the next generation.

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Employment history

2000-2008 *Armadale Christian College*

Teacher

My initial employment at ACC was as the Year 8 English and S&E teacher with a form class responsibility. In this capacity I worked with another teacher and together we cared pastorally for our students, undertaking their discipline and spiritual teaching. I taught various subjects while also being involved in, and eventually running, the Year 8 and 9 camps and various Interschool sporting events. Across the years I taught Year 8 PE, Year 8-10 Health, Year 8-11 Life skills, Year 8 and 9 Drama and Year 8 Math.

In 2006 I was appointed as Co-ordinator of Pastoral Care at ACC with teaching duties and:

- assisting with college wide pastoral care programs through visiting speakers, assemblies and classroom based programs.
- attending training courses with Australian Pastoral Care Conferences, The Spina Bifida Association, the Autism Association of WA, Michael Grose - "Dealing with challenging Parents" and suicide prevention.
- completing the facilitator training programme with "Kids Help Line" and then working with the College Psychologist to run the program for ACC and other Swan Christian Education Association schools.
- the establishment and the running of the SIG programme for Years 7-12 including Staffing and student placement each term.
- the organisation and management of Year 8 and Year 9 camps.
- the organisation and running of House and interschool Athletic, Cross-country and Swimming events.
- ACC staff representative on the SCEA Staff Council for two years building networking opportunities for Association Operational and Teaching staff and being a member of the SCEA Pastoral Care working group.
- assisting the Deputy with discipline issues and writing our behaviour management policy and being responsible for uniform issues.
- assisting the Principal with interviewing prospective staff for the College.
- mentoring new Staff and supervising Practicum teachers.
- two Acting Deputy roles – Term 4 of 2006 and Term 4 of 2007.
- being responsible for playground duty of care and maintaining the duty roster.
- coordinating CPCS conferences at a College level.
- organising and co-ordinating the BIASED programme {A self esteem and body image programme}.
- facilitating weekly Staff meetings and taking the minutes, attending and contributing to Senior Staff meetings.
- organising and co-ordinating the relief Staff needs on a daily basis and maintaining Staff leave records.
- working alongside Parents to encourage their children to be safe, content and achieving to their best.
- other day to day duties as requested by the Principal and Deputies.

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1990—1999 Dale Christian School

Teacher

Over this time I taught full time in both straight and split classes in all Primary year levels. At various times I was responsible for the School and Interschool Sporting program, "Students at Risk", Parent liaison, First Aid, Year 6/7 Camps, trainee teachers and implementation of the Curriculum Frameworks material.

1988-1989 Relief Teaching

Administration relief at Carlise Primary School 0.2

Dale Christian school—casual

Ashburton Primary School—casual

September 1983—1988 Maternity Leave

1983 January—August Wirra Birra Primary School

I taught full time in Year 1, until beginning Maternity Leave in August. Responsibilities here were mainly classroom orientated, working in a team situation as there were three Year 1 groups. This required joint programming and evaluation.

1981-1982 Meekatharra District High School

I taught full time in a multi-cultural situation with Aboriginal and European students in Year 2.

I also taught a Year 9 English class and Library classes across the school.

It was here I achieved permanent teaching status with the WA Education Department, which I relinquished after my second term of Maternity Leave.

December 1980 Graduated from Mount Lawley College

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Church involvement

I have been an active member of Gosnells Baptist Church for thirty six years now, involved with my family in the areas of hospitality, Children's work and Woman's ministries.

I am currently and have been for the past seventeen years, Captain of the Girls' Brigade Company, a volunteer group who strives to share God's love with others. We have four adult leaders, two young leaders and forty girls who represent thirty families. My role is a teacher of the girls as well as directing the Company, its leaders and its finances with responsibilities to the Church and Girls' Brigade WA. On a State level I train Company Captains and assist in our teenage leadership training for girls and ladies across Western Australia. I am the current State Commissioner nearing the end of my first three year term.

Business venture

In partnership with friends, my husband and I ran an educational business—"JumpStart for Kids"—from 1994-1998. It was a co-ordination/tutoring program that catered for ages six to adult. It was a great experience in management skills as we trained through the Small Business Association for the administrative side of the business.

The response from our clientele was very positive and we achieved some encouraging results. The business closed when our partners moved away from Perth and we branched out into other interests.

Interests

My relaxation interests revolve around my husband, two married children and two grandchildren along with my Parents and siblings. We enjoy spending time together talking, playing card and board games, sporting events and taking holidays.

I also enjoy handcraft, knitting, needlework, quilting, reading and a good movie.

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Referees

Church Involvement: Mr Tony Spencer
Pastor
Gosnells Baptist Church
Work: 9398 4191
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Professional: Mr Mark Steyn
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