



DRAFT Role Description - Principal

Title	Principal
Date reviewed	September 2017
Reporting to	Board (ordinarily through Board Chair)
Liaison with	Executive Staff
FTE	1.0
Required	<ul style="list-style-type: none">• Appropriate Professional educational qualifications and Tertiary Education• Committed to the practice and principles of Independent / Non government Schooling• Effective, passionate and innovative educator• Highly developed interpersonal and communication skills
Highly Desirable	<ul style="list-style-type: none">• Highly developed strategic planning & management skills• Demonstrated success in leadership• Commitment to becoming involved in, and serving the wider community

The Principal will seek to lead the learning community as a visionary, servant-leader. The Principal will work with the board, as well as with staff, students and parents in the School. The Principal will have a major focus on developing, maintaining and ensuring the outworking of the School's vision as it is expressed as a ministry of the Presbyterian Church of Australia in NSW. The central role of the Principal is to inspire and empower those within the organisation and School community. In particular, the Principal is responsible for:

Leadership and Development

- To develop and promote the Christian ethos of the school in accordance with the tenets of the Presbyterian Church of Australia.
- To be a cultural architect, establishing and maintaining a unique School ethos in all of the School's priorities programmes and practices.
- To be an agent of change and innovation, challenging and facilitating the School's dynamic commitment to be a quality educational provider to its students.
- To work closely with School staff and the School Board to ensure that the School effectively fulfils its vision and mission.
- To inspire and empower Executive and staff as they fulfil their responsibility.
- To attend professional conferences and in-services regularly.
- To provide leadership for the staff, inspiring and equipping them.
- To inspire and equip a learning community, enabling teachers to teach with passion and excellence.
- To develop and implement, in conjunction with the Board and Executive, the School's strategic plan.
- To ensure the efficient use and provision of facilities – design, oversight of building projects in conjunction with the board and Executive.
- To promote strong links between staff, students and parents with the local community.



- To maintain a strong presence in the parent community (by being an ambassador of the School), leading and being actively involved in key events for parents through the year and the wider education community.
- To be a voice for quality education in the wider educational community.
- To foster good relationships in the School community and wider community – promoting the School, its mission and relationship with the local Presbyterian Church.
- To establish and proactively maintain connections with Principals and staff across other Presbyterian Church schools in New South Wales.
- To act as a point of resolution in matters of discipline, performance and interpersonal conflict.
- To be committed to ongoing personal and professional growth through the implementation of a Personal Development Plan and annual review process.
- To develop a lifestyle of sustainable leadership.

In the process of Education – day to day responsibility

Staff and Student Pastoral Care and Development

- Staff welfare and care of staff, developing staff as a team.
- Overall oversight of student pastoral care activities even though they may be delegated to teachers (e.g. Church services, Assemblies, Girls/Boys groups, etc.).

Staff development

- Supervision of staff.
- Deploy staff to adequately meet teaching administration and maintenance needs within the resource constraints of the School.
- Employment of Staff (senior positions in conjunction with the board).
- Staff employment issues.
- Oversee the work of the staff.
- Supervision of whole School professional development programs including but not limited to leadership of staff professional development weeks.
- Be responsible and coordinate the staff appraisal process culminating in a report to the Board.

Curriculum Development (in conjunction with executive staff)

- Management & development of curriculum confer with Executive concerning the official adoption of curriculum within the School.
- Oversee the quality and educational direction of curriculum and its implementation.
- To lead the staff in regular professional development.

Compliance Issues (in conjunction with Executive or Board or the Presbyterian Church)

- Overseeing School's compliance with registration and accreditation requirements.
- Ensure School's compliance with all statutory bodies, legislation & regulations.
- To ensure that government requirements are acknowledged and adhered to in the School keeping abreast of the changes in educational policy.
- Complete the Annual Educational & Financial Report and all other relevant compliance documents.



- Ensure that the School provides a safe and secure environment for staff and students.
- Oversee WHS policy and procedures.
- Oversee Privacy Policy and procedures.
- Oversee Risk Management policy and procedures.
- Oversee Child Protection policy and procedures.
- To actively and immediately manage issues regarding Child Protection, following procedures and communicate this to the Board Chair and to the Presbyterian Church's Conduct Protocol Unit where required
- Oversee all State and Australian government policy and regulation compliance.
- Oversee School policy and procedures.

Policy Development (in conjunction with Executive or Board)

- To ensure the implementation of policies and procedures of the School.
- To formulate, monitor, review and report on School based policy.
- To work within the governance framework set by the Presbyterian Church and the School Board and to assist the Board in its development and review of governance policies.

Budgets

- Oversight of operation of whole School Educational budget.
- Assisted by the Business Manager, provide the Board with information that will assist in realistic budget setting and effective monitoring of income and expenditure
- Oversight of Faculty Budgets and operational costs – generally delegated to Business Manager.

Marketing

- Oversee media advertising and promotional materials including the School prospectus.
- Attend fundraising activities.
- Attend community and School promotional events and give appropriate input e.g. speeches.

Student Welfare, Performance and Administration

- Student Welfare meetings.
- Student Enrolments.
- Provide regular input to the School newsletter.
- Ensure the maintenance of high quality cohesive, academically focused educational programs across the various sections of the School.
- Deal with very serious student discipline matters as referred by the staff, communicating with parents and staff, suspending students as appropriate and referring to the Board matters which may warrant expulsion of students.
- Assume the responsibility as "Head of Agency" for mandatory reporting issues.
- Work in conjunction with the Business Manager and the Board in preparing and submitting funding applications.
- Refer students and liaise with the Chaplain, Counsellor, staff and parents about student welfare issues.
- Ensure the efficient use of staff and facilities.
- Attend regular School meetings and events.



- Liaise with external bodies e.g. CSA, AIS NSW, Media, NESAs, DE (Canberra), Local Council.
- Organise, chair and facilitate the regular Executive Meetings.
- Determine the suitability of practice teachers being placed in the School.
- Oversight of student performance.

In Community Life – students, staff, parents and the community

- Foster the concepts of a Prep-12 School with specific responsibility for determining the structure of the School and whole School procedural matters.
- Offer appropriate assistance to families in the School at times of duress - refer them to appropriate agencies as either within the School or community as required.
- Ensure transparency and clarity in the flow of information both up and down within the School whether administrative or of a pastoral nature.
- Communicate with staff, students and parents in ways that promote openness and harmony.
- Oversee the activities of the Chaplain.
- Oversee the Pastoral care of students and staff, with particular responsibility for Executive Staff member of the School.
- Develop, nurture and support the Executive team.
- Attend significant community functions.
- Promote parent involvement in the School by creating a welcoming environment.
- Ensure effective liaison with the local Presbyterian Church and the Presbyterian Church General Office.

In striving for Excellence – teaching and learning excellence

- Conduct appraisals and co-ordinate the personal and professional development of staff.
- Organise professional development conferences for staff.
- Keep abreast of educational developments, current research and change.
- Oversee the enhancement of the Schools co-curricular program.
- Enhancing teaching, classroom management and curriculum.
- Prepare management reports to the Board as required, to indicate the progress of the School towards effectively achieving its mission.
- Advise the Board as to what is necessary for the School to be adequately equipped and well supplied to provide quality education.
- Long term educational planning for the School, including development of strategies and goals that reflect the vision of the School.
- Initiate and implement programs and structural developments for the enhancement of learning and the development of learning skills.
- To regularly take time to reflect on the vision, policies and practices of the School in the light of educational trends and demands and our societal context.

It should be noted that, while detailed, this role description is not exhaustive and the Board may at their discretion vary the responsibilities of the Principal as required.

End of Role Description