

Position Title:	Principal		
Classification:		Reports to:	School Board
FTE:	0.8 Principal 0.2 Teacher	Tenure:	3 years
Position Summary:	Responsible for the proper conduct and management of the School.		
Key Responsibilities:	<p>Your duties as Principal, under the general direction of the Board, include but are not limited to:</p> <p>Leading the management of the school</p> <ul style="list-style-type: none"> • Providing effective control and sound management of all school activities, consulting and delegating as appropriate; • Upholding the aims and objectives of the school, and working cooperatively with staff to achieve these objectives; • Ensuring the school operates within all relevant legislation, industrial agreements and awards; • Developing and implementing strategic plans and operational policies, after their adoption by the Board; • Implementing Board policies; • Promptly reporting all critical incidents to the Chair of the Board and to the Department of Education within the timeframe required by the Department; • Ensuring the school facilities are maintained in good order; and • Overseeing the development of the school site and the construction of school facilities. <p>Leading improvement, innovation and change</p> <ul style="list-style-type: none"> • Addressing any directions for school improvement; • Increasing student numbers; • Managing change effectively including conflict management; and • Leading the development of data collection systems to optimise outcomes for all students; <p>Effective leadership in teaching and learning</p>		

	<ul style="list-style-type: none"> • Determining the educational offering of the school consistent with the school's Vision, Mission, Values and Philosophy; • Ensuring the educational offering is carried out effectively and efficiently by the staff; • Selecting, appointing, managing and dismissing staff; • Maintaining currency with research in the area of teaching and learning and acting as an effective instructional leader; • Enrolling, managing, disciplining and dismissing students; • Promoting and maintaining high educational, behavioural and welfare standards for all students; and • Ensuring a safe, orderly and inclusive learning environment is provided; <p>Developing self and others</p> <ul style="list-style-type: none"> • Establishing a professional rapport with staff displaying the highest ethical and professional behavior and standards and serving as a role model; • Being responsible for the pastoral care of all staff; • Promoting a positive working environment for all employees and not condoning discrimination or harassment of any description; and • Ensuring all staff, including yourself, receive regular and appropriate professional development; <p>Engaging and working with the community</p> <ul style="list-style-type: none"> • Developing relationships with community organisations and agencies to benefit students and education provision; • Developing and maintaining effective communication and sound relationships with parents, the Board, past and present students, and the wider community; • Encouraging and enabling parents to engage in their children's education; • Attending committee meetings, school events and extra-curricular school related functions; and • Reporting to the Board on all matters from time to time as is reasonable and keeping the Board fully informed of all developments relevant or material to the school's affairs as are within the scope of the Principal's Duties and Responsibilities.
Outcomes:	<ul style="list-style-type: none"> • Effective teaching is achieved through the promotion of a positive culture of challenge and support that develops enthusiastic, independent learners, committed to life-long learning. • High expectations are set for the whole school and achieved through careful collaborative planning, monitoring and review of the effectiveness of learning.

	<ul style="list-style-type: none"> • High standards of behaviour and well-being are evident, with active student engagement. • The school has a professional learning community focused on the continuous improvement of teaching and learning, and all staff are supported to achieve high standards and develop their capacity through the management of performance, ongoing professional learning and regular feedback. • Commitment to ongoing personal professional development and health and wellbeing is given in order to manage the complex range of capabilities and actions required in the role. • Clear, evidence-based improvement plans and policies for the development of the school and its facilities are produced and implemented collaboratively. • Leading and managing innovation and change to ensure the school's vision and strategic planning is put into action across the school and goals are achieved. • A range of data management methods and technologies is used to efficiently organise and manage the school's resources and staff, providing an effective and safe learning environment, including appropriate delegation of tasks and monitoring of accountabilities. • Successful management of the school is built through effective collaboration with the Board, staff, parents, networks and others. • A culture of high expectations is achieved that takes account of the school's wider community, the education systems and sectors, developing and maintaining positive partnerships with students, families and carers, and all those associated with the school's broader community. • An ethos of respect exists, taking account of the intellectual, cultural, moral, social, health and wellbeing of students. • An increase in student numbers is achieved and all classes and year levels contain a stable peer group with a low turnover of students each year.
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Key Skills and Attributes:	<p><i>Essential</i></p> <ul style="list-style-type: none"> • Strong interpersonal skills and a commitment to excellent professional standards, actively developing strong parent and community partnerships; • Experience in strategic planning and realisation of outcomes; • Strong business management and financial skills; • Understanding and advocacy of innovative educational pedagogies including play-based learning, nature play and inquiry learning; • Experience or knowledge of Inclusive Education including relevant legislation and provision; and • Experience or knowledge of positive conflict resolution frameworks including NVC, Restorative Justice and/or Shared Concern. <p><i>Desirable</i></p> <ul style="list-style-type: none"> • Knowledge of the WA curriculum and independent school sector; • Experience in community schooling; • Excellent writing and verbal communication skills, including public speaking; • Mentoring skills; and • Competency with Microsoft Office 365.
Eligibility:	<ul style="list-style-type: none"> • Recent experience as Principal, Deputy Principal or other demonstrated leadership role; • Tertiary qualifications in Education; • TRBWA Registration; • Current Working with Children Check; and • National Police Check.

APPROVAL	
I have read and understood this position description and in signing this document agree that I am capable of fulfilling all of the requirements of the position prescribed in this document.	
Principal	Board Chair
Name:	Name:
Signature:	Signature: