



PRINCIPAL POSITION DESCRIPTION

<p>Accountability</p>	<p>Appointed by: Board of Kerang Christian College Responsible to: Board of Kerang Christian College Tenure: Prefer 5-Year Contract</p>
<p>Rationale</p>	<p>The Principal is an executive director on the College Board and is directly responsible to the Board and its Chairman. The Principal is required to lead the College by upholding the College Vision, Mission, Core Values, Educational Philosophy and Goals within the Christian Foundations of the College.</p> <p>The Principal will operate within the Kerang Christian College executive leadership structure as determined by the Board, to provide strong, effective educational leadership within the parameters identified in this position description. The Principal may give responsibility to a delegate at times but still has overall accountability.</p> <p>The Principal will have an in-depth knowledge of the ethos of the College and the principles by which it operates.</p> <p>The Principal will be considered a Teaching Principal and will fulfil a part-time teaching role as required.</p> <p>Within the context of the overall direction of the whole school, the Principal is responsible for:</p> <ul style="list-style-type: none"> • Establishing a management vision for the College in consultation. • Exercising Christ-like wisdom and discernment in leading staff, students and parents. • Developing and leading a school executive team that will cultivate and strengthen a positive teaching, learning and working environment for all staff and students at every level of operations. • Making operational decisions which support the whole school vision and ensure the smooth day to day operation of the school.
<p>Specific Accountabilities</p>	<p>Christian Culture and Ethos</p> <ul style="list-style-type: none"> • Uphold the Mission, Vision, Values, Educational Philosophy and Goals of the College in all operations. • Be able to think strategically, hold a vision for the College consistent with the overall College vision and lead others to the realisation of that vision. The Strategic Plan documents this vision in greater detail. • Establish a wholesome spiritual and emotional atmosphere that will characterise the school as a Christian College. • Establish a strong collaborative service culture within the College. • Display a strong sense of service to the local community. <p>Human Resources</p> <ul style="list-style-type: none"> • Foster strong positive relationships between other like-minded schools, including participating in the Christian Schools Australia Principal's network. • Take responsibility for, and be directly involved in, the appointment of



teachers and support staff in accordance with the Kerang Christian College Employment policies and practices, and work collaboratively with the Board in the appointment of full time staff.

- Recommend the hiring, rewarding, disciplining, terminating, and remuneration of school employees except for him/herself, in direct consultation with the Board and in accordance with policy and/or approved budgets. All letters of appointment and contracts of employment will be issued by the Principal.
- Induct, supervise, and evaluate the performance of all staff in accordance with College policies and practices: provide counselling and assistance as indicated; recommend appropriate action in cases of substandard performances; identify and encourage individual teachers and support staff with leadership potential. Duties may be performed alongside a delegate as required.
- Ensure written communication of employment details to teaching and non-teaching staff occurs annually, or more often as required, in consultation with the Business Manager. Duties may be performed alongside a delegate as required.

Administration

- Be familiar with College administration procedures and seek to streamline processes and effect efficient practices in liaison with the administration staff.
- Take responsibility for the application, receipt, and accountability of all Government Funding.
- Liaise with the Board Finance Committee and Business Manager in setting budgets for the school.
- Together with the Business Manager, monitor actual spending against budget, taking steps to ensure that budgets are not exceeded.
- Take responsibility for ensuring that the College fulfils all requirements associated with registration with the Victorian Registration Qualifications Authority (VRQA) in consultation with the Board.
- Attend all Board meetings and Board Committee meetings.
- Prepare the School calendar in collaboration with the Leadership Team.
- Ensure appropriate tasks are delegated to staff to ensure all operations are effective and efficient.
- Ensure the regular update of the School Emergency Management Plan and ensure the organisational practice of the Emergency Management Plan.
- Together with the Leadership Team, plan and facilitate staff meetings and strategic professional learning and development.
- Regularly review the documentation and implementation of College rules and behavioural expectations.
- Together with the Leadership Team, prepare teaching allocations and responsibilities.
- Preparation of the timetable in consultation with the Leadership Team.
- Oversee preparation of the new Staff Induction Program.
- Oversee the annual staff induction into all relevant policy documents.
- Have a working knowledge of the College administration systems and College policies.
- Together with the Business Manager, ensure that the maintenance



requirements are documented and that regular maintenance occurs around the College as per the Maintenance Policy.

- Make recommendation to the Board for improvement of facilities.
- Ensure that Occupational Health and Safety Policy and Procedures are adhered to.
- Maintain up to date files electronically and/or in print of all administrative systems, such as: student records, staff records and archives.
- Take an active role in the ongoing review, development and implementation of College policies and the annual College Business Plan.
- Recommend new policy and initiatives to the Board.

Teaching and Learning

- Actively and pro-actively enhance the quality of teaching and learning.
- Analyse and evaluate available data on student performance and take appropriate action to improve teaching and learning outcomes.
- Oversee curriculum development, curriculum review and balance of curriculum in line with the College educational directions and the Curriculum Review Policy.
- Keep abreast of developments in Digital Learning Technologies and actively promote use by teachers in the classroom.
- Oversee assessment and reporting.

Enrolment of Students

- Initiate together with the Leadership Team, the Interview process of prospective students and their parents for enrolment suitability according to the College Enrolment Policy.
- Offer placements to students according to the Enrolment Policy.
- Liaise with parents regarding enrolment of students with special needs and ongoing well being of the students.

Pastoral Care

- Maintain a wholesome spiritual and emotional atmosphere that will characterise the school as a Christian College.
- Encourage involvement of staff and students in missions, charities and service ministering to the needs of others.
- Take a caring interest in the students and staff, and a supervisory role in the maintenance of standards and general discipline of students.
- Oversee the implementation of the Behaviour Management Policy and associated staff and student welfare policies, and empower class teachers, and teaching staff to enforce this policy.
- Ensure students with special needs – educationally, physical emotional and spiritual, receive appropriate counselling and remedial support.
- Counsel parents and students involved in serious breaches of discipline or emotional trauma.
- Ensure that the College Policies are upheld.

Professional Development

- Regularly attend Professional Development Training Seminars to keep abreast of current educational trends.
- Ensure that all staff actively engage in appropriate Professional



	<p>Development and facilitate staff attendance at professional development activities.</p> <ul style="list-style-type: none"> • Keep up to date with current educational thought and practice. • Implement the Professional Learning and Development Policy. <p>Marketing</p> <ul style="list-style-type: none"> • Develop and maintain a strategic marketing plan for the College in consultation with the Board. • Oversee the preparation of all publicity materials: flyers, TV and newspaper advertisements, brochures and information folders in consultation. • Conduct Parent tours. • Be aware of community concern and promote the College whenever appropriate. <p>General</p> <ul style="list-style-type: none"> • Attend official non-school functions, such as building openings, local community events/functions. • Fulfill the role of Principal for all Independent Schools Victoria (ISV) and Christian Schools Australia (CSA) and other associations' conferences/seminars where felt appropriate. • Ensure that appropriate communications occurs with Board, administration staff, College community, students and staff. • Other duties as appropriate.
<p>Knowledge and Abilities</p>	<p>Knowledge of:</p> <ul style="list-style-type: none"> • Best Practice theories, techniques, and methodologies of personnel and management. • Oral and written communication skills. • Principles and practices of administration and supervision. <p>Ability to:</p> <ul style="list-style-type: none"> • Provide leadership and direction to Staff. • Analyse problems, make decisions, and be responsible for those decisions. • Communicate effectively, both orally and in writing, with staff and community. • Prepare comprehensive narrative and statistical reports with support from the Business Manager or Business Administrator. • Interpret, apply, and explain rules, regulations, policies, procedures and statistics. • Establish and maintain cooperative and effective working relationships with others. • Operate a computer to a high level of competence and other office equipment. • Analyse situations accurately and adopt an effective course of actions. • Meeting schedules and timelines. • Work independently with little direction. • Plan and organise work.



<p>Duty of Care</p>	<ul style="list-style-type: none"> • Be familiar with school policy, rules and expectations • Take responsibility for the pastoral needs, duty of care and standards of behaviour of students inside and outside the classroom. This includes students you do not teach • Giving, in so far as the teacher is able, the individual attention to which each student is entitled • Actively support the College Code of Conduct and insist on acceptable standards of behaviour in students • Follow workplace health and safety procedures • Be punctual to classes, meetings and other duties • Supervise students whilst on grounds duty and afterschool detentions • Maintain records of student attendance at classes • Ensure early indications of concerns are communicated to parents.
<p>Personal Skills and Attributes</p>	<p>It is assumed that the Principal will possess the following traits:</p> <ul style="list-style-type: none"> • Mature Christian demonstrating Godly wisdom and Christ-like qualities. • A strong dependence and practice of the Spirit-filled life. • Strong teacher background. • Love for people, especially the young. • Intellectual capacity. • Proven ability to lead. • Relational style which commands loyalty. • Ability to lead and work with teams. • Problem solving ability. • Multi-tasking capability. • Strong interest in current educational trends. • High administrative ability. • Strong sense of justice. • Ability to confront difficult situations. • Resilience and energy.
<p>Child Safety</p>	<p>Kerang Christian College is committed to child safety. We have zero tolerance of child abuse. The Board, Leadership Team, staff, volunteers and contractors at Kerang Christian College are required to abide by the Child Safety Code of Conduct.</p> <p>Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out working with children, police records and reference checks (as we see fit) to ensure that we are recruiting the right people.</p>