

SCHEDULE B

POSITION AND PERSON SPECIFICATION

PRINCIPAL

ROLE OF THE POSITION:

The role of the principal is to lead and manage the planning, delivery, evaluation and improvement of the education of all students in a community through the strategic deployment of resources provided by the Department and the school community. A key component of this role is to increase the knowledge base of teachers within their school about student learning and quality teacher practice.

At the same time, the principal, as executive officer of the school council, must ensure that adequate and appropriate advice is provided to the council on educational and other matters; that the decisions of the council are implemented; and that adequate support and resources are provided for the conduct of council meetings.

Principals have a clear set of accountabilities, which distinguish their work from other members of the principal and teacher class and the education community and are set out in detail in the contract of employment. The principal is accountable for the overall leadership, management and development of the school within state-wide guidelines and Government policies. The core accountabilities of all principals are to:

- Ensure the delivery of a comprehensive, high quality education program to all students.
- Be executive officer of the school council.
- Implement decisions of the school council.
- Establish and manage financial systems in accordance with the Department and school council requirements.
- Represent the Department in the school and the local community.
- Contribute to system-wide activities, including policy and strategic planning and development.
- Effectively manage and integrate the resources available to the school.
- Appropriately involve staff, students and the community in the development, implementation and review of school policies, programs and operations.
- Report to the Department, school community, parents and students on the achievements of the school and of individual students as appropriate.
- Comply with regulatory and legislative requirements and Department policies and procedures.

ACCOUNTABILITIES

The following accountabilities describe the major educational and managerial functions for which the principal is directly accountable. It is understood that all the functions will not necessarily be carried out directly by the principal.

Education Programs

- Develop a whole school curriculum plan that ensures all students have access to a high quality, comprehensive education appropriate to their individual needs.
- Manage the implementation and evaluation of the school's curriculum program.
- Undertake regular reviews of the school's teaching and learning practices to ensure that they are informed by the evidence base about quality teaching and how students learn effectively.
- Develop, implement and regularly review school policy and practice on assessment and reporting to provide students and parents with regular and comprehensive information on their children's learning achievements.
- Provide advice to students and parents on matters related to the education of students.

Student Support

- Develop a student engagement policy for approval by the school council and ensure its effective implementation within the school.
- Plan, implement and monitor arrangements to ensure the care, safety, security and general well-being of all students in attendance at the school.
- Arrange for the provision of school-based and external student support services to meet the particular educational, social and physical needs of students.
- Create a learning environment that is relationship based, challenging, rewarding, pursues excellence, addresses the needs of students and encourages students to take responsibility for their own learning.

School Council

- Be the executive officer of the school council.
- Provide timely and professional advice to the school council on all educational issues, Department policy and guidelines, the operation of the school and council responsibilities.

- Develop appropriate policies for approval by the school council and manage their implementation within the school.
- Ensure appropriate representation on all school council sub-committees.

Accountability and Improvement

- Lead and manage the development and implementation of the School Strategic Plan and Annual Implementation Plan, including managing the periodic cycle of self-evaluation and review.
- Lead the development of the Annual Report to the School Community
- Ensure compliance with relevant legislative and policy requirements, as outlined in the School Compliance Checklist.

Parents

- Ensure that parents are regularly provided with comprehensive information related to the operation of the school and associated matters related to the educational development of their children.
- Promote structures and processes designed to encourage a cooperative school-parent relationship and to facilitate the participation of parents in groups, school activities and consultation related to the education of their children.
- Ensure that all parents are aware of their rights and responsibilities in relation to the education of their children and that those rights and responsibilities are reflected in the policies and practices of the school operation.

School Organisation

- Develop structures and consultative processes to enable the appropriate involvement of staff, school council and parents in planning, policy and program development and review and school operations.
- Manage the establishment of administrative structures and procedures to ensure the efficient operation of the school on a day to day basis.
- Develop and implement a structure for the grouping and organisation of students that is informed by effective teacher practice and desired student outcomes
- Arrange the school's timetable to achieve an optimal balance between teaching and learning methodologies, face-to-face contact hours, class sizes and available resources.

Department Representative

- As the senior representative of the Department in the school community, represent the policies of the Department to the school council and community and interpret and implement these policies in a manner appropriate to the school.
- Provide advice to the Department on the views of school community members in relation to matters of Department policy and operation.
- Participate in the planning and management of education at network, regional and state-wide levels as appropriate.

Personnel

- Select all staff, in a manner, which complies with merit and equity provisions and other Department guidelines.
- Manage the employment of all staff.
- Manage the overall deployment of a school's human resources, including decisions on staffing levels and mix, excess staff, and the allocation of responsibilities to staff.
- Determine the number and classification of promotional positions and select staff to fill these positions.
- Establish and maintain accurate staff records at the school.
- Ensure that all procedures comply with relevant Awards, Orders, Agreements and legislation.
- Plan and implement the school's performance and development process for all staff in accordance with Department guidelines.
- Manage the development, implementation and monitoring of the school's professional learning strategy to increase the professional skills and knowledge base of all staff members and the achievement of the school's goals and objectives.
 - Initiate appropriate processes in relation to staff whose work performance or actions are not of an appropriate standard.
 - Negotiate workplace and individual employment arrangements for all school staff.
 - Ensure the provision of an appropriate induction program for new staff.

- Provide professional advice to staff on matters related to their individual role and responsibilities in the school, career development and employee rights and responsibilities.
- Manage the grievance review process and the resolution of complaints about staff of the school.
- Provide for school-based experience for trainee teachers with appropriate support structures.

Finance

- Manage the school's financial resources in a manner which ensures the achievement of the school's goals and that expenditure is within the school's approved budget.
- Develop and prepare budget submissions for approval by the school council.
- Provide a report on the performance of the school expenditure against budget to each meeting of the school council.
- Ensure that an audited financial statement is prepared and submitted annually to the Department and presented at the school council's annual reporting meeting to parents.
- Ensure the school operates to a balanced budget on a cash operating basis and that all liabilities and financial commitments are brought to account in the relevant year.

Facilities

- Ensure all facilities and equipment under the control of the school are appropriately maintained.
- Develop, implement and manage a plan for the development and general maintenance of school buildings and grounds.
- Arrange for the completion of minor works and routine maintenance of all school furniture, equipment, grounds, buildings and other resources.
- Maintain an assets register of all school furniture, equipment, buildings and other resources for audit and insurance purposes.
- Participate in the development of major capital works proposals to meet the school's future operational requirements.

School Community and the Wider Community

- Represent the school in the local community on matters related to the school.
- Support the school council and parent groups in fund raising activities within the school and the wider community to provide resources which meet the expectations of the school community.

Sample Only