



FOUNDATION CHRISTIAN COLLEGE

Position Description: Principal

May 2019

POSITION DESCRIPTION: PRINCIPAL

A. OVERVIEW OF THE PRINCIPAL'S ROLE

The Principal will:

1. Have an evident personal commitment to the Lordship of Jesus Christ in all aspects of life and be actively involved in their local church.
2. Respect, promote and work within the organisational authority structures, as laid down in the Constitution of Foundation Christian College.
3. Be committed to the furthering of the mission of the College as set out in the Mission, Vision and Educational Statements outlining the College's educational objectives.
4. Be responsible for the development and management of teaching and learning from a Christian perspective.
5. Oversee, and take responsibility for, the day-to-day operations and financial management of the College, the professional performance of the staff and the academic and personal development of the students.
6. Lead the strategic planning processes of the College in collaboration with the Board.
7. Undertake the management and documentation of regular performance appraisals, both of the Staff and the College as a whole.
8. Maintain an up-to-date knowledge of Federal and State Government education policies, and advise the Board of the implications of these policies for Christian Education.
9. Effectively promote the College in public and private forums.
10. Be committed to promoting the wider mission of Christian Education National (CEN), the national organisation to which the College belongs.

B. PERSONAL REQUIREMENTS

The Principal is expected to bring a range of personal qualities, skills and experience to the duties associated with the role, such as:

1. An actively demonstrated personal Christian faith.
2. A passion for serving Christ in Christian Education.
3. An ability to clearly articulate the purposes of Christian Education.
4. Academic qualifications and experience that are appropriate for a leadership role in an established Kinder to Year 12 Christian school.
5. A recognized ability to lead in a manner that gains the respect and affection of the College community.
6. Skills in planning, coordinating and managing educational activities.
7. Skills in and a willingness to lead, assist and advise the Board in strategic planning.
8. Ability to assist staff in reviewing and improving their teaching effectiveness.
9. High level communication and interpersonal skills in dealing with all members of the College community.
10. A demonstrated commitment to professional self-development in the field of Christian Education.
11. Skills in developing close links between the College and the wider community.

12. Personal qualities such as relational warmth, humility, integrity, initiative, enthusiasm, optimism, listening skills and the ability to bring about change.

C. GENERAL RESPONSIBILITIES

The Principal will:

1. Spiritual Leadership

- Lead a Christ-centred, God-honouring educational community that reflects a Biblical worldview in all aspects of its culture, atmosphere, direction and programs.
- Be a genuine example to the College community of Christ-centred, servant leadership.
- Provide appropriate pastoral oversight to the College community.

2. Managing and Leading Staff

- Inspire, direct, guide and support all staff members.
- Set high expectations through careful collaborative planning and formal appraisal processes that regularly review the effectiveness of learning and pastoral care.
- Provide an environment that acknowledges and supports individual staff initiatives and achievements.
- Be a positive and appropriate channel for communication between the staff and the Board.
- Take responsibility for appointing and dismissing employees, in consultation with the Board.
- Take responsibility for directing and managing staff and for all other issues relating to the employment of College employees.
- Report to the Board any matters of relevant professional or legal concern in respect of staff members.
- Maintain staff records as required by federal and state regulations.

3. Student Development

- Inspire, direct, guide and encourage students in their Christian educational development.
- Provide an educational environment for students that nurtures faith, encourages wisdom and discernment and supports and enables their responsible engagement in the world.
- Ensure that individual student requirements are balanced and understood within the College's obligation to deliver appropriate educational outcomes for all students.
- Take responsibility for the enrolment of students in accordance with policy guidelines.
- Oversee the development, implementation and review of suitable student assessment procedures and ensure progress is appropriately communicated to parents.
- Ensure individual student records are maintained in accordance with federal and state requirements.
- Encourage and liaise on a regular basis with student leaders.
- Take responsibility for student behaviour management, including suspension and expulsion decisions, with appropriate timely advice to the Board

- Report to the Board any matters of relevant personal or legal concern in respect of students or College families.

4. Academic Performance and Curriculum Development

- Oversee the development of a Christ-centred curriculum which reflects the vision and values of the College.
- Lead pedagogical innovation and a continuous review of the learning environment to ensure that students can achieve their potential for learning, personal development and academic performance.
- Ensure that the academic program delivers outcomes in external assessments that meet community expectations.
- Monitor curriculum implementation, including evaluation and re-development, consistent with national guidelines.

5. Strategic Planning

- In collaboration with the Board, develop and implement visionary, strategic and operational planning processes that address identified opportunities and challenges.
- Develop and implement effective marketing strategies.

6. The Executive Team

- Build a warm, trusting and highly effective relationship with the Executive team.
- Develop and/or change the executive team structure in line with College growth and effective management requirements.
- Oversee and regularly appraise the performance of the Executive team.

7. Community Relations

- Develop a sense of community among staff and parents that encourages them to embrace and own the vision and values of the College.
- Establish and maintain good communication within the College between all stakeholders.
- Promote the College's image in the wider community.
- Maintain close association with national and state networks such as Christian Education National (CEN), Independent Schools (AISWA) and government agencies.
- Act as spokesperson for the College in the public arena, ensuring that no comment is made which could be deemed prejudicial regarding the affairs of the College or the Board.
- Represent the College at official functions both within and outside the College.

8. Finance

- Take responsibility for the financial performance of the College.
- Keep the Board up to date with all relevant financial matters.
- Initiate, contribute to and take responsibility for the development of the annual budget and long range plans, in collaboration with Finance staff and the Board.
- Advise the Board as to appropriate movements in staff salary levels, with reference to College budget requirements, current employment agreements and appropriate 'market rates.'
- Attend meetings of the Finance Committee as an ex-officio member.

9. Facilities, Property & Infrastructure

- Ensure appropriate management and review of the infrastructure and facility requirements needed for the efficient management of the College.
- Ensure appropriate forward planning for facility and property requirements.
- Ensure the College is compliant with all OHS regulations.

10. Government Reporting & Statutory Compliance

- Keep abreast of government regulations, policies and correspondence.
- Be familiar with and be able to enforce the College's conditions of employment.
- Ensure the College meets the registration requirements of the WA government.
- Communicate with law enforcement and other agencies as required by law.
- Ensure the College is compliant with all government regulations and laws.
- Ensure all teaching staff are registered appropriately with the appropriate state authority.
- Provide regular and timely reports to the Board regarding matters related to compliance.

11. Training and Professional Development

- Maintain and monitor a professional development program for all staff and ensure that the annual budget has an adequate provision for professional development.
- Ensure that staff have access to CEN and National Institute of Christian Education (NICE) Professional Development programs for teachers and executive staff.
- Be personally involved in collegial forums and professional development provided for Principals by CEN, AISWA and other appropriate professional and Christian organisations.

12. Relationship with the Board & Association

- Build a strong relationship of trust, respect and transparency with the Board.
- Understand and respect that the Chair is the recognised channel of communication between the Board and the Principal.

- In consultation with the Board, further develop the College's educational mission and aims with policies, goals and objectives.
- Implement the policies and plans approved by the Board and carry out any other reasonable instructions of the Board.
- Formally report to and communicate with the Board, attend Board meetings and keep the Board informed of significant developments within the College in a timely manner.
- Attend and report to Association meetings.

13. Personal Professional Growth

- Continually develop and deepen a personal understanding of the nature and purpose of Christian Education.
- Maintain a personal professional development program, particularly in respect of opportunities provided by CEN and AISWA, and ensure that the annual budget has adequate provision for the Principal's professional development.

D. ACCOUNTABILITY

The Principal is accountable directly to the Board. The Principal is an ex officio member of the Board and chief advisor of the Board.

E. SALARY/CONDITIONS

The salary and conditions for this position will be negotiated by the Board of Foundation Christian College in accordance with the successful candidate's experience and with salaries and conditions in comparable schools in WA.

F. EMPLOYMENT CONTRACT

The salary and conditions are identified in the Principal's Contract.