

DEPARTMENT OF EDUCATION, TRAINING AND EMPLOYMENT
SOUTH AUSTRALIAN EDUCATION STAFF (DETE) s. 170 MX AWARD 2000

JOB AND PERSON SPECIFICATIONS FOR PRINCIPAL POSITIONS IN SCHOOLS

(EXTERNALLY ADVERTISED POSITIONS)

Position title: **Principal, Wiltja School Program**
Classification: PC04
District: Anangu
Period of appointment: from 23/01/03 to 23/01/08

Approval to advertise
by Superintendent, Human Resources

Donella 22/7/07
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JOB SPECIFICATION

1. ROLE DESCRIPTION

The principal's functions and authority are derived from the Education Act, the Education Regulations and the Administrative Instructions, together with a range of other statutory and common law requirements and departmental and relevant government policies.

The primary responsibility of the principal is the education and care of the students. The principal is jointly responsible with the governing council for the governance of the school. The governing council is the Pitjantjatjara Yankunytjatjara Education Committee (PYEC) and is bound by their policies and those of Anangu Education Services (AES). The principal is also responsible for providing educational leadership in the school and for the management of its day-to-day operations. The principal ensures the school contributes appropriately to the public system of education and care. These responsibilities must be interpreted in the context of the Wiltja School Program and its community.

The principal is answerable to the Chief Executive through the relevant district superintendent for carrying out the functions and responsibilities defined in this job specification.

2. REPORTING/WORKING RELATIONSHIPS

The principal and the council have a complementary working relationship. The principal ensures the professional knowledge, expertise and work of the staff appropriately inform and are informed by the work of the council.

The principal is responsible for the management of all departmental employees appointed to the school, all council employees and all volunteers engaged by the council or by the principal.

The principal encourages community participation, and works collaboratively with other education, children's services and training providers, government and non-government agencies, local government authorities, employers and relevant community groups and organisations.

The principal reports directly to the district superintendent and negotiates a performance agreement with the district superintendent on an annual basis.

The principal works in partnership with the Wiltja Residential Program (WRP) and provides educational direction to that program as required. The principal works collaboratively with the Manager of WRP and will provide after hours support in emergencies.

3. SCHOOL CONTEXT

This is defined by the school council constitution, the school's School Context Statement and other planning documentation, including the Services Agreement and Partnership Plan where applicable, together with any information which follows: See School Context Statement attached.

4. REQUIRED OUTCOMES:

The principal is answerable to the Chief Executive through the district superintendent for leading learning and teaching throughout the school and ensuring that the school

- operates within the relevant legal, industrial and policy framework
- provides a safe, non-discriminatory teaching and learning environment for students and staff and implements and maintains safe, non-discriminatory systems of work
- implements relevant agreements and locally determined plans, strategic objectives and policies including the Services Agreement and Partnership Plan where applicable
- supports a quality and continuous improvement culture throughout its operations
- supports equity and inclusivity for all students, groups of students and staff in the school, and
- works with the council to implement the departmental quality assurance and accountability programs, including monitoring student outcomes and school operations— including those related to specific purpose funding - and reporting jointly on them to the local community, the Chief Executive and the Minister.

The principal will provide to the council expertise, support and educational leadership appropriate to the School Context, within their complementary working relationship. The Principal is responsible for the governance of the school, either jointly with the Governing Council or solely – according to the School Context - which includes

- strategic planning for the school
- determining policies for the school
- determining the application of the total financial resources available to the school
- presenting operational plans and reports to the school community, the Chief Executive and the Minister.

The principal will provide curriculum, pedagogical and general educational leadership and exercise day-to-day management, within the quality improvement and accountability framework, to achieve the following specific outcomes:

- (1) The school has documented school values, policies, improvement priorities and operational plans which integrate local and departmental priorities, have been developed using a collaborative process within the school community and, where appropriate, are approved by the council, and are effectively communicated,
- (2) The school operations optimise the implementation of its priorities and plans including, where appropriate, the Services Agreement, and include regular provision of accessible information to all families.
- (3) The school's learning and teaching programs are appropriate to the School Context, consistent with the curriculum and monitoring programs approved by the Chief Executive and based on pedagogical best practice, incorporating information and communications technology in all curriculum areas.

(4) The school promotes the education, development, safety, welfare and care of all students and works collaboratively with specialist support services.

(5) Effective, efficient and equitable human resource management systems and processes operate in the school, including performance management for all staff, which utilise individual staff members' strengths to best advantage, take into account their development areas and the school's priorities and result in improved teaching and student learning outcomes.

(6) The school's financial and physical resource management systems and processes are effective, efficient and equitable, result in improved teaching and student learning outcomes and provide accurate, timely and informative reports and advice to the council.

(7) The school implements the policies of the department and contributes to the enhancement of the public education and children's services system and the department.

(8) Productive working relationships exist at the local level with other education and children's services providers, government and non-government agencies, local government bodies, employers and relevant community groups and organisations to improve outcomes for students.

(9) The principal teaches as required by the School Context.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

ELIGIBILITY

Persons who are members of one of the following groups are eligible to apply for this position:

- permanent DETE employees
- persons who are appointed by the Department on a temporary or casual basis (including contract teachers and temporary relieving teachers), on any day during the period for which applications are being accepted for the position
- eligible public sector employees as listed in the Notice of Vacancies for the South Australian public sector.

At the conclusion of their appointment, permanent DETE employees will be placed according to the terms of their substantive appointment and the policies in operation at the time. The assignment of employees from other public sector organisations will be made according to public sector policies at the time.

DETE is an equal opportunity employer.

IT IS ESSENTIAL THAT APPLICANTS PROVIDE EVIDENCE WHICH DEMONSTRATES THE EXTENT TO WHICH THEY HAVE:

- the personal skills and abilities
- the knowledge and
- the experience (including community experience) appropriate for this position, in relation to:
 - a) effective leadership of and collaborative work with a wide range of people.
 - b) leadership in the provision and continuous development of a school's curriculum, implemented through high quality learning and teaching programs so that all students achieve optimum success.
 - c) devising and implementing effective strategies appropriate to an organisation, such as a school, and its community for achieving the organisation's agreed plans, strategic objectives and policies.
 - d) effective resource management in an organisation, such as a school, within the relevant legal, industrial and policy framework, and in the context of local management.

QUALIFICATIONS

Applicants must hold teacher registration before taking up the position.

There are no "Desirable Requirements" listed.