



PRINCIPAL

JOB & PERSON SPECIFICATION

OCTOBER 2018



JOB SPECIFICATION

POSITION: PRINCIPAL

REPORTS TO: SUNEDEN SPECIALIST SCHOOL BOARD

KEY RESPONSIBILITIES

- Maintain and promote the School's public reputation in order to secure student enrolments
- Maintain and monitor the waiting list for potential students
- In consultation with the Treasurer of the School Board and Business Manager, have a good understanding of government grants and the running costs of the school in order to maintain the school's financial sustainability and work towards the Master Plan
- Employ and monitor the performance of suitably qualified and skilled staff in the roles of Teacher, Student Support Officer (SSO), Office Staff and Allied Health Specialists
- Provide educational leadership within the school, in particular in relation to:
 - Teaching and Learning programmes
 - Assessment and Reporting
 - Negotiated Education Plans
- Lead school culture in terms of respectful interactions and behaviour support for the students
- Oversee Suneden's compliance to State and Federal Government authorities, The Educational Standards Board, Australian Charities and Not-for-profits Commission, and others
- Oversee WHS matters within the school, staff and student population
- Guide the School's Policies, providing opportunity for staff to be involved in policy formulation and review
- Oversee the day-to-day operations and administration within the school including all office procedures and IT facilities
- Liaise with Business Manager about budgetary matters, insurance, property, maintenance and the School's Masterplan
- Oversee the School's Bus Service in conjunction with the Bus Coordinator
- Coordinate staff meetings and encourage staff participation, input and direction into meetings
- Promote & facilitate continuing professional development for all staff
- Oversee the integration of Specialist Staff within the school
- Liaise with the parent body and respond to enquiries, concerns and requests
- Manage conflict situations within the School or parent body and negotiate with a view to resolution
- Report to the Suneden Specialist School Board of Management monthly, informing them of major issues, risk and all matters relating to the School's reputation. Seek consultation with the Board as necessary
- Promote the School's profile within the State and Nationally where possible
- Stay abreast of issues relating to special education in all three sectors: Independent, Catholic and Government
- Facilitate School Community engagement and events, newsletters, etc
- Work collaboratively with Universities in areas of student placement, guest lectures, etc
- Liaise with Service clubs, Community clubs, local council, Members of Parliament



PERSON SPECIFICATION

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

- Current qualifications in Education, specialising in education of students with disabilities
- A current Working with Children Check and Child Safe Environments training
- Experience in and knowledge of learning styles for students with disabilities
- An ability and knowledge of the use of technology in education
- General managerial and administrative skills



HOW TO APPLY

Applications in Word format only should be forwarded to Andrew Reed by email to 23752@hender.com.au

Telephone enquiries are welcome and may be directed to Christian Gaszner on (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.