



Playford College
24 Durrington Av., Elizabeth
South Australia 5112

Phone: 08 82523044
Email: enquiries@playfordcollege.sa.edu.au
Website: www.playfordcollege.sa.edu.au

ROLE STATEMENT - PRINCIPAL

Status:	This is a full time (1.0 FTE) position.
Commencement date:	January 2019
Area of appointment:	Reception to year 8 (Year 9 in 2019)
Position Reporting to:	The Board Chairperson

Thank you for your interest in Playford College. Our school is in its second year, has 241 students from Reception to Year 8 and has been registered for years Reception to year 9.

Playford College is open to everyone but has a focus on the Shia Muslim community. Playford College seeks to be a lighthouse school – we use and teach the Australian Curriculum and over time we expect our educational and academic standard to be exemplary.

Our school had humble origins, being situated on the old Elizabeth Special School site on Durrington Road in Elizabeth, which closed down a few years ago when DECD relocated the staff and special needs students to a new facility at Munno Para. It reopened last year with an extremely limited budget but has quickly grown to 241 students in the recent Census.

We are double streaming in Reception, while every other year level is a mix of single and composite classes.

INTRODUCTION

The Principal is responsible for the leadership, management and day-to-day operations and business of the College. The authority to exercise managerial powers is delegated from the Board, which retains responsibility for the overall governance of the College. The Principal oversees the educational programs and developments in the College (and in the broader educational community) and must keep Board Members abreast of these issues. It is critical that the Principal and the Board have confidence in one another.

Good governance involves the College Board and the Principal having an open and honest relationship where there is an effective flow of communication between the parties. As it is the Chair's role to act as the Board's primary channel of communication with the Principal, trust, honesty and respect between the Principal and the Chair are essential aspects of good governance. The Principal should attend all Board Meetings except those at which the Principal's performance is to be discussed. The Principal is currently a voting member of the Board.

Playford College Management Team comprising of the Deputy and the Finance Officer. Although the Principal ultimately is responsible for the following Role Statement, the Management Team supports and accepts delegated responsibility for some of the roles.

SKILLS AND ATTRIBUTES

It is assumed the Principal will have the following personal skills and attributes:

- a) Strong educational background.
- b) Love for young people.
- c) Proven ability to lead.
- d) Relational style which builds and maintains an effective team.
- e) Problem solving and prioritising abilities.
- f) Strong understanding of current educational trends.
- g) Sound administrative ability.
- h) Ability to confront difficult situations with integrity and justice.
- i) Enthusiasm, resilience and energy.
- j) Strong oral and written and communication skills.

ROLES OF THE PRINCIPAL

In conjunction with the Management Team

1. LEADERSHIP

- a) Fosters and upholds the shared vision, ethos and goals for the College
- b) Acts as a faithful servant and provides spiritual leadership to the College community
- c) Provides educational leadership to the College and community
- d) Builds goals and practices through appropriate decision making
- e) Develops and maintains a service culture within the College
- f) Initiates and manages change to achieve College education goals
- g) Manages the planning, development and implementation of College programmes
- h) In conjunction with the Board, undertakes and executes the actions of College wide strategic and master planning
- i) Inspires teachers to acquire new competencies and experiences to maximise individual student achievement
- j) In conjunction with the Board, provides leadership in the ongoing development of the College
- k) Keep the Playford College community, including staff, well informed of the direction of the College and seek ideas for the improvement
- l) Facilitates daily devotions for staff

2. HUMAN RESOURCE MANAGEMENT AND DUTY OF CARE

- a) Manages the College staffing and recruitment processes
- b) Facilitates appraisal for all staff
- c) Manages the risks associated with Work, Health and Safety (WHS)
- d) Manages the training, development and welfare of all staff
- e) Ensures that award conditions are adhered to
- f) Ensures statutory requirements are met including, Equal Opportunities and discrimination

- g) Ensures staff are aware of, and abide by, the Playford College Code of Conduct, Child Safety and Protection, Harassment, Equal Opportunity and Discrimination Policies and Procedures
- h) Facilitate the Enterprise Agreement negotiations

3. TEACHING AND LEARNING

- a) Responsible for the process of curriculum development and implementation
- b) Ensures and delegates curriculum initiatives where required by Government policies
- c) Ensures curriculum is implemented and outcomes are achieved in line with College policies
- d) Keeps Board informed on significant curriculum issues
- e) Recommends curriculum initiative priorities to Board to ensure that students receive a balanced education
- f) Oversees the student assessment and reporting policy and its implementation
- g) Oversees the Faith life and Shia Illumination programme in classrooms

4. STUDENT LEARNING

- a) Strives to ensure that the teaching/learning programmes are responsive to the needs, rights and contributions of all students
- b) Manages the welfare of students in conjunction with the staff and well-being team.
- c) Implements policies which promote responsible student behaviour

5. PARENT & COMMUNITY PARTICIPATION

- a) Employs decision making processes to encourage community participation
- b) Upholds and strives to enhance communication between College and community, including establishing an open relationship with staff, students, parents, and local community
- c) Provides mediation in disputes or issues affecting the College
- d) Actively promotes the College to maintain appropriate enrolment levels

6. FINANCIAL & PHYSICAL RESOURCE MANAGEMENT

In conjunction with the Finance and Administration Officer:-

- a) Assists in the effective management of College finances
- b) Monitors and evaluates the College budget according to priorities
- c) Manages the utilisation of College facilities in accordance with the College's Strategic Plan
- d) Promotes the responsible use and care of equipment, resources and facilities
- e) Manages the development and maintenance of the College grounds
- f) Ensures there are adequate teaching aid equipment, furniture, facilities, amenities and plant to enable curriculum implementation

7. PROFESSIONAL RESPONSIBILITIES, KNOWLEDGE AND ABILITIES

- a) Works positively to promote Islamic Shia Faith Education and the profession
- b) Employs principles of effective personal management
- c) Actively seeks and responds to training and development opportunities

- d) Works cooperatively with all colleagues
- e) Provides leadership, support and direction to staff

8. ADMINISTRATION

- a) Facilitates regular staff meetings
- b) Oversees College security
- c) Ensures all Government returns are completed correctly
- d) Maximises the use of Government and community resources
- e) Ensures that the College operates efficiently and effectively
- f) Prepares and presents Principal's reports to Board meetings
- g) Attends functions and meetings of the College community where possible
- h) Attends Board and Association General Meetings
- i) Ensures parent and student pre-enrolment interviews occur
- j) Ensures that a College newsletter is published on a regular basis via School Stream
- k) Liaises with AISSA, and other industry relevant professional bodies as required

9. PROFESSIONAL LEARNING

- a) Regularly attends Professional Development Training Seminars to keep abreast of current educational trends.
- b) Ensures that all staff are actively engaged in appropriate Professional Learning and facilitates staff attendance at professional development activities.
- c) Keep up to date with current educational thought and practice.

CONDITIONS OF APPOINTMENT

- a) Initial term of 3 (three) years
- b) A contract consistent with the guidelines of the Association of Independent College of Australia
- c) Relocation Allowance (if applicable)
- d) Regular Performance Reviews
- e) 3 (three) week sabbatical every 3 years

QUALIFICATIONS

- f) Tertiary qualifications
- g) Master's degree in a relevant field may be an advantage
- h) Teacher registration in South Australia