

POSITION DESCRIPTION

PRINCIPAL



POSITION HOLDER:	Vacant 2024
POSITION REPORTS TO:	Board of Governors
REPORTS TO POSITION:	Deputy Principal Director of Business Affairs Director of Community Engagement Principal's Office Executive Officer
CLASSIFICATION:	Contract
PERIOD OF EMPLOYMENT:	Initial contract of five years
STUDENT CARE:	Yes
PERCENTAGE OF FULL-TIME:	100%

PURPOSE

The Principal is responsible to the Board of Governors (the Board) for creating educational programs and an environment across the School to implement the School's Purpose and Concerns. They are also responsible for the internal organisation of the School and its staffing to ensure its stated outcomes and values as expressed in the School's Purpose and Concerns eventuate in practice.

PRIMARY DUTIES

LEADERSHIP

The Principal:

- will be responsible for promoting a child safe environment within the whole School, providing up to date child safeguarding training for the whole School annually, ensuring that the Child Safeguarding and Mandatory Reporting Policies are followed and that children, parents and staff feel comfortable raising concerns.
- by virtue of the management role held in the School, is deemed to be an 'Officer' under the Work Health and Safety Act 2012 and therefore required to exercise due diligence with respect to the School's work health and safety systems and performance.
- will promote an understanding of Quakerism across the whole School community but especially with the students and staff within the School.

- will serve on the School's main committees and attend key meetings. The Principal convenes the Principal's Committee and a range of other meetings.
- is an ex officio member of all School management committees and working parties.
- implements, monitors and reports on the strategic directions and initiatives throughout the School.
- works cooperatively with all Heads of Sections, Heads of Schools and the Manager of Friends Health & Fitness and provide leadership across a range of issues.
- ensures that policy development and currency is in place for the whole of the School's operations, and updates and reviews these policies and guidelines on a cyclic basis.
- ensures the Crisis Response Team is in place and regular meetings are held to ensure that all of the School's operations are well prepared to manage an incident. In the event of an incident, the Principal will lead the Crisis Response Team (in tandem with the Deputy Principal who convenes this group) to ensure the safety of students and staff, and to protect the reputation of the School.
- ensures the pastoral care of the School community and the maintenance of a cooperative atmosphere within the School and the broader community.
- ensures the proper conduct, management and leadership of the whole School, under the general oversight and guidance of the Board.
- implements the Board policies and decisions.
- controls the internal organisation of the School and its day to day operations and affairs.
- ensures the educational programs including curricular and co-curricular activities are reviewed, developed and implemented.
- discharges their responsibilities in such a manner so as to observe and carry out reasonable and lawful directions given by the Board.
- uses their best endeavours to promote the aims and interests of the School and to enhance its standing and reputation within the community.
- promotes and represents the School in the community.
- keeps themselves informed of educational, political, economic and social trends likely to affect the School.
- fosters links and partnerships with local, national and international Quaker and other organisations which will enhance the School's programs. In particular, maintain communication with the Quaker Values Committee and members of the Association.

- would usually, when available, attend the before school mid-week early morning Meeting for Worship.

S T U D E N T S

The Principal:

- together with the Deputy Principal, has oversight of disciplinary matters with students.
- is responsible for and has effective control of the enrolment of pupils at the School and children at Friends' Early Learning.
- is responsible for the control, discipline and exclusion of pupils at the School, or children at Friends' Early Learning, subject to informing the Presiding Member of any decision to exclude a pupil or child for longer than two days.

H U M A N R E S O U R C E S

The Principal:

- oversees the selection, appointment, management and termination of all staff. Under the Rules of Association of The Friends' School Incorporated the Board must approve the appointment of a Deputy Principal, and a Director of Business Affairs where that person is to act as Secretary to the Association.
- has oversight to ensure a Staff Wellbeing program is in place and functioning.
- works closely with the Deputy Principal in overseeing processes connected with staff appointments, induction and approval of variations in part-time teaching loads.
- has oversight of the staffing needs for each school year. The Deputy Principal prepares the draft staffing budget for the Director of Business Affairs.

P R O F E S S I O N A L L E A R N I N G

The Principal:

- has oversight of the Professional Learning Strategy and its implementation for all staff at The Friends' School.
- has strategic oversight of the whole school staff days.

A D M I N I S T R A T I O N

The Principal:

- has oversight of the educational accreditation processes for the School with the Schools Registration Board, Tasmanian Assessment Standards and Certification and the International Baccalaureate Diploma and Primary Years Programmes.
- is responsible for the marketing and fundraising activities of the School.
- is responsible for the implementation and monitoring of appropriate risk management systems and controls, including appropriate financial management systems.
- represents the School in relevant educational organisations, such as Independent Schools Tasmania and the International Baccalaureate Organisation and participates in professional organisations such as the Association of Heads of Independent Schools of Australia.
- is an ex officio member of the Board of Governors and The Friends' School Development Fund Board, and as far as is practicable, is present at all Board meetings, and relevant Board committee meetings.
- attends all Mather Endowment Trust meetings as far as is practicable.
- is to report on the affairs of the School to the Board from time to time as is reasonable, or as the Board may reasonably request from time to time, and to generally keep the Board fully informed of all developments relevant or material to the School's affairs as are within the scope of the Principal's duties and responsibilities.
- is to include in any reports made to the Board educational developments and other matters to which the Board's attention should be drawn and any recommendations which the Principal believes are necessary in the School's interest.
- is responsible for the management of the whole School and is the recognised channel of communication between the Board and the School's staff, unless the communication is between the Presiding Member and the Director of Business Affairs acting as Company Secretary.
- prepares and delivers an annual report to the Annual General Meeting of the Association (The Friends' School Incorporated). This report is later published on the School's website.

DELEGATIONS

The Principal has the authority for:

- budgeted operational purchase orders and invoices for payment up to \$1,000,000.
- budgeted capital purchase orders and invoices for payment up to \$1,000,000.
- (jointly with the Director of Business Affairs) unbudgeted operational purchase orders and invoices for payment up to \$50,000.
- (jointly with the Director of Business Affairs) unbudgeted capital purchase orders and invoices for payment up to \$25,000.
- all gas, electricity, water and council rates invoices for payment which are greater than \$25,000.
- international travel purchase orders and invoices for payment up to \$50,000.
International travel authorisation for the Principal is to be authorised by the Board.
- domestic travel purchase orders and invoices for payment up to \$50,000. Domestic travel authorisation for the Principal is to be authorised by the Director of Business Affairs or the Deputy Principal.
- domestic travel for the annual Year 6 Canberra trip purchase orders and invoices for payment up to \$150,000.
- the sale or disposal of an asset (other than write-offs) up to \$100,000 market value.
- bank files of unlimited value where all invoices have been approved for payment (dual authorisers are required for files to be transmitted for payment).
- internal bank account transfers of unlimited value (dual authorisation required).
- the approval of individual payroll batches including payroll report, variance report, employee audit report, EFT audit report and payroll check report.
- all payments relating to payroll batch, including but not limited to fortnightly pay run, PAYGW, superannuation, leave payments and terminations (two positions required to authorise).
- general contract execution to the value of \$550,000, jointly with the Director of Business Affairs.
- all confidentiality agreements provided by the School.
- ICT equipment financing contracts within budget limits approved by the Board.
- settlements under legal proceedings – Magistrates Court of Tasmania (with the ability to explicitly delegate from time to time).

- settlements under legal proceedings – Fair Work Commission (with the ability to explicitly delegate from time to time).
- settlements under legal proceedings – Workers Rehabilitation & Compensation Tribunal (with the ability to explicitly delegate from time to time).
- awarding of all budgeted student scholarships & bursaries within budget limits approved by the Board.
- all fee concessions (excluding scholarships & bursaries) within budget limits approved by the Board.
- the acceptance of pre-paid tuition fees for a period of up to, and including, three years.
- the write-off of debtor accounts, and any other remission of fees, up to the value of \$15,000.
- the operational management of the School's brand.
- all media statements and interactions (with the ability to explicitly delegate from time-to-time).
- the operational delivery of the School's strategic priorities.
- executing and administering all policies and guidelines of the Board.
- in conjunction with the Deputy Principal or the Director of Business Affairs, remuneration package reviews (including salary, entitlements and discretionary payments) of all staff on Common Law contracts (i.e., not covered by teaching or non-teaching Enterprise Agreements).
- in accordance with the Rules of Association and the Acting Principal Appointment Guideline, the appointment of a Deputy Principal and/or Director of Business Affairs including, as required, performance reviews, contract administration, probation and dismissal.
- the appointment process for all staff, including position creation, requests to recruit, employee contract signatories, employment contract variations, and sign off on probations and dismissals.
- all leave without pay and other discretionary leave requests.
- managing all staff conflicts of interest and associated mitigation strategies.
- the acceptance of all student and Friends' Early Learning enrolments.
- all student exclusions from the School for periods of greater than two days (Heads of School can exclude students for shorter periods). The Presiding Member of the Board must be notified for exclusions greater than two days.

- the expulsion and/or enrolment terminations of students in accordance with the Enrolment Contract. The Presiding Member must be notified of expulsions and/or enrolment terminations.

KEY RELATIONSHIPS

- Presiding and Deputy Presiding Members of the Board of Governors
- Human Resources Manager
- Risk & Compliance Manager
- Heads of School
- Senior staff
- Quakers in Australia
- Association of Heads of Independent Schools of Australia (AHISA)
- Independent Schools Tasmania
- International Baccalaureate Organisation

SELECTION CRITERIA

It is anticipated that applicants would have a minimum of eight years of classroom teaching experience, and a minimum of ten years in a senior administrative leadership role in a school, with direct experience in supervision of staff, the hiring and dismissal of staff, and disciplining of students and staff. Candidates with slightly less experience may be considered, if their experience is exceptional and highly relevant to this role.

Personal experience (teaching or administrative) in the International Baccalaureate Programme (Primary Years Programme and International Baccalaureate Diploma Programme) would be desirable.

The selection criteria below should be addressed individually in applications.

ESSENTIAL

1. Proven educational and personal philosophies that are in harmony with, and strongly support the School's ethos and Purpose and Concerns.
2. An understanding and proven implementation of the Australian 10 National Child Safe Standards (or equivalent) which strive to protect children and young people from abuse and neglect.
3. Full teaching qualifications and registration to teach with the Tasmanian Teachers Registration Board within the State of Tasmania OR have current teacher registration elsewhere with eligibility to transfer registration to Tasmania. Tasmanian Teachers Registration requires a current Registration to Work with Vulnerable People (employment) category. (The School will also require the provision of a satisfactory Australian National Police Check for the preferred candidate.)
4. Exemplary academic qualifications.
5. Proven outstanding senior administrative, management and leadership experience with the capacity to motivate staff, inspire students and communicate with parents, preferably in an Early Learning to Year 12 school. Prior outcomes in driving enthusiasm for all aspects of School life and evidence of the ability to foster that drive and enthusiasm in others.
6. Proven extensive experience as an effective and efficient administrator in a large school with evidence of decision making, consulting, planning and delegating skills.
7. A demonstrated record of high interpersonal skills in a complex workplace setting.
8. The ability to work safely in a School environment and be fit to carry out the duties of the position.

D E S I R A B L E

9. Proven work history in fostering flexibility and creativity in work practices.
10. A work history of resilience in coping with the demands of a leadership role in a large school and business environment. Proven ability to balance professional and personal life in a demanding work position over a significant work period (eight to 10 years).
11. Personal experience either teaching or administering the International Baccalaureate (Primary Years Programme or Diploma Programme).
12. Experience implementing the Australian Curriculum E-10.
13. An understanding of the Australian Early Learning Framework.

C O N F I D E N T I A L I T Y

A school environment is one where the Principal will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

D E F I N I T I O N

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to the Principal by or on behalf of The Friends' School;
- which comes into the Principal's possession, or is generated by the Principal, in the course of their employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

O B L I G A T I O N S

The Principal is expected to:

- use Confidential Information solely for the purpose of performing their duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the School's premises without its prior consent;
- not (except in the normal course of carrying out their duties) copy or duplicate any Confidential Information without the consent of The Friends' School; and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.