



## **Assistant Principal – Head of Campus** Arlington Primary School and Kindergarten

### **Position Description**

The Assistant Principal (Arlington Campus) will be responsible to the Principal for the overall welfare and daily functioning of the Junior School (3 – 11 year olds).

*“As far as is humanly possible the children are seen only as individuals, each one very different from every other one, with varying rates of growth and abilities. To work with them as individuals there must be real warmth and complete acceptance of each child as he or she is...”*

Margaret E Lyttle

He/she will work in close cooperation with the Principal and the Assistant Principal (Blackhall/Kalimna) as part of the Preshil Leadership Team, to build and maintain a strong and united school across both campuses, where students are supported through the transition from Arlington to the senior school. The Assistant Principals will have some responsibilities for programs across both campuses. The Arlington Assistant Principal will have a strong understanding of early years education and will promote the safety and wellbeing of children and young people who come into contact with Preshil.

He/she will understand and respect the history and the progressive ethos of the school and of the collegiate working relationships of Preshil staff on the Arlington site and will work to nurture and enhance that collegiality and sense of community through his/her own leadership style.

### **Duties and Responsibilities**

#### **To be a member of the Preshil Leadership Team and to take a leading role in:**

- Supporting the leadership of the school Principal and other school leaders
- Planning and implementation of the school's strategic plan
- Building a values-based culture of respect and collaborative relationships in line with Preshil's core values, as outlined in the Courage document
- Enhancing the school's reputation in the school and wider community

#### **To take responsibility either personally or by delegation for all general administration of the Junior School program including:**

- Leading the further development and implementation of the Junior School curriculum to ensure that each child's individuality, creativity and capacity to build strong social relationships is nurtured
- Oversee the running of the Kindergarten
- Overseeing the creation of a timetable which supports a flexible, inquiry-based approach to learning
- Overseeing assessment and reporting
- Overseeing duty rosters and meeting schedules
- As a member of the IT Team overseeing the provision of eLearning resources and programs in the Junior School
- Ensuring that individual needs are identified and catered for in Individual Learning Plans
- Overseeing the implementation of the campus Emergency Management Plan
- Overseeing all matters of OHS and Risk Management

- Leading the junior school's compliance with the Education Act and Victorian Registration and Qualifications Association, and the Safeguarding Children program
- Overseeing the process of enrolments, student exits and open days

**Together with the Principal to take responsibility either personally or by delegation for all staff matters including:**

- Staff wellbeing, management and professional development, including curriculum days
- Staff allotments, positions of responsibility and daily organisation
- Day to day staff accountability
- Induction and mentoring
- Contracts and leave arrangements
- Position descriptions
- A strategic role in the school's Staff Appraisal program

**To take responsibility either personally or by delegation for all student and associated parent matters including:**

- Student management, attendance and pastoral care
- NAPLAN testing
- Coordination of special medical needs and additional learning needs
- Transition of students from Arlington to Blackhall/Kalimna
- Adhering to Preshil's practice and code of conduct in relation to the appropriate treatment of children and supporting the requirements of the Safeguarding Children program

**To have responsibility for the financial management of the campus budget and its key responsibilities including:**

- Setting financial priorities through the:
  - school strategic plan
  - school business plan
  - the annual budget
- Approving and monitoring purchase orders, staff reimbursements and petty cash requests
- Ensuring the budget is managed effectively
- Evaluating the effectiveness of spending decisions
- Pursuing opportunities to access alternative forms of funding

**To take primary responsibility for delivering timely, cost effective maintenance and improvement of the campus property which includes buildings and structures, furniture and fittings, utility services and infrastructure, grounds and gardens by:**

- Respecting and ensuring adherence to the Arlington Conservation Management Plan in line with the Heritage status of the campus
- Overseeing all areas of the buildings and grounds particularly the Reception areas ensuring the presentation is professional, welcoming and well organised;
- Planning and directing the work of maintenance personnel and trade contractors;
- Ensuring that the maintenance personnel are provided with a safe working environment in accordance with the OHS Act and other relevant legislation;
- Ensuring that the campus buildings, furniture and grounds and property are kept clean and tidy to a high standard;
- Arranging contractors for various repairs to campus plant and equipment where necessary;
- Assisting with planning and management of major capital works as required;
- Arranging and coordinating campus working bees
- Active member of the school's Capital Works Committee

**The starting date, teaching duties and salary for this position will be negotiated.**

## **Selection Criteria**

1. Highly developed leadership skills, including the capacity to lead and manage change in a progressive school environment while respecting the core values of the school.
2. Outstanding interpersonal and communication skills. Exemplary values, pertaining to personal qualities of objectivity, sensitivity and integrity together with the ability to lead a culture ensuring the safety of children.
3. A highly developed capacity to motivate staff, develop their talents and build an effective team.
4. Demonstrated ability to work with staff, students and parents to develop a safe, purposeful and inclusive learning environment that takes account of the individual needs of students and helps students to develop their special abilities and talents.
5. A current and critical understanding of the learning process and the capacity to provide leadership in enhancing high-quality teaching and learning, together with achieving high levels of student engagement, across the Junior School.
6. A capacity to effectively optimise the school's financial, physical and human resources, through sound management practices and processes that contribute to the implementation of the school's strategic goals.

**(Please ensure that these criteria are addressed in the application. Please include a current CV, VIT registration number, copy of your Working With Children Card and the names and contact details of three referees.)**