



Atlantis Beach Baptist College

College Principal Duty Statement

Atlantis Beach Baptist College seeks to employ a Christian, suitably qualified, dedicated and enthusiastic Foundation College Principal. It is expected that the appointed person will work closely with the College Board of Governance and collaboratively with other staff and the College community.

Atlantis Beach Baptist College expects that staff will at all times demonstrate the highest possible professional, Christian and ethical standards whilst employed in the ministry of the College.

Primary role:

The Principal is the chief executive of the College and, in partnership with the Board of Governance, is responsible for the success of the College by providing spiritual and educational leadership. This leadership will enable the College to fulfil its mission to provide an exemplary education and enduring values rooted in the gospel of Jesus Christ.

Scope of role

- Executive responsibility for all matters relating to student care and management
- Executive Line Manager to all College staff.
- Executive oversight of discipline and uniform standards for College students
- Executive oversight of Duty of Care standards for College students
- Chair of the College Management Team (CMT)

Duties and responsibilities of the College Principal

The specific responsibilities associated with the role of College Principal are detailed below. The College Principal while fulfilling all of these responsibilities, needs to also be able to build partnerships and develop a climate of trust within the Atlantis Beach Baptist College community.

General Responsibilities and Duties:

The College Principal shall be responsible to the Board of Governance for the day-to-day functioning of the College. The College Principal will ensure that all staff are fulfilling their responsibilities as part of the educational and pastoral team of Atlantis Beach Baptist College. The College Principal will ensure College policies and Board directions are observed and carried out in a Christian manner.

1. The Principal should be led of God to fulfil his or her role to enable ones relationship with the Lord to be reflected in relationships to the rest of the College.
2. To be responsible to the Board of Governance for the overall educational, organisational, administrative, professional, managerial and pastoral functions of the College.
3. To be responsible for the day to day operation of the College.
4. To be an ex-officio member of the College Board.
5. Attending monthly Board of Governance meetings. At the Board meeting, the College Principal will be responsible for providing a regular report on educational and enrolment issues including, but not limited to, matters regarding personnel, discipline, curriculum, policy recommendations and other topics as directed by the College Board.

6. To supervise or delegate supervision of the work of all staff members. To ensure that all staff are fulfilling their responsibilities as part of the educational and pastoral team at the College.
7. To promote and coordinate the work of the educational staff members and their professional development.
8. To plan and implement the efficient organisation and administration of the College's curriculum in order to meet the requirements of the College's registration and certification in Western Australia.
9. To organise and participate in the supervision and maintenance of extracurricular activities that are associated with the educational effort of the College.
10. The Principal will ensure that College's policies and Board directions are observed and carried out in a Christian manner.
11. In consultation with the College Board and staff, plan and promote the role of the College in relation to the community it serves, and in accord with the stated educational philosophy, objectives and identity of the College.
12. The Principal will liaise with the Board of Governance on matters of a spiritual nature regarding the staff, parents, students and other personnel.
13. Ensuring adherence to the bylaws and to all laws that govern the College and its actions.
14. The College Principal will Chair and report weekly staff meetings.

Specific Responsibilities and Duties:

Leadership

In collaboration with the College Management Team and other members of the administrative team, the College Principal:

1. Provides executive educational leadership in the College and the community by helping develop and promote the College's values, ethos and priorities, and encouraging school staff, volunteers from the community and others to share ownership of the College's vision and goals.
2. Uses effective change management strategies to assist the College community to accept and develop opportunities for improved service.
3. Facilitates workforce effectiveness in leading and motivating College staff in planning that is directed at improving outcomes for students and the level of service delivered by the College.
4. Is responsible for the development and implementation of College improvement plans (including The Strategic Plan, Curriculum Plan, School Improvement Plan etc.) through participative decision-making, including assisting in developing policy, and establishing and maintaining systems.
5. Uses professional knowledge and understanding to promote teaching and learning within the College community, fostering the development of a responsive and inclusive school-based curriculum.
6. Provides strategic direction for staff, and models and promotes a culture of improvement of professional performance, providing coaching and mentoring where appropriate.
7. Establishes and manages administrative and operational systems in order to ensure the effective operation of the school, within College, legislative and industrial policy and guidelines.
8. Has executive responsibility in the daily management of staff and student wellbeing in the College and responsibility for the management, or shared management, of the College timetable.
9. Provides a mature Christian example to staff, students and parents through the maintenance and development of their own personal Christian faith.

10. Teaches and leads scriptural based lessons/devotions to staff from the Bible.
11. Prays for staff, students and parents.

Management

The College Principal is responsible for effective operation of the College through:

1. Ensuring compliance with relevant legislation, College policies and procedures, and the management of financial, physical and human resources.
2. Ensuring staff are provided with timely and appropriate feedback about their performance and presented with opportunities for professional learning and growth. This includes, but is not limited to: ongoing classroom observation and feedback; mentoring and equipping teachers; regularly scheduled one-on-one meetings; assisting in the articulation of educational goals; oversight of regularly scheduled staff meetings; coordination of teacher training; oversight and guidance related to teacher/parent communications.
3. Ensuring appropriate information systems are in place to report on compliance.
4. Utilising these information systems to ensure accurate and timely reporting on school performance, which is used to inform planning and decision-making, and to ensure accountability for the performance of the school.
5. Maintaining accurate records relating to grading, attendance and student health, and mandatory reporting to state government in these areas.
6. Overseeing the hiring, required disciplinary action and dismissal of teachers in collaboration with, and subject to final action by, the Board.
7. Overseeing the teachers' provision of student discipline and handling difficult discipline issues, as necessary, in accordance with the school policy ensuring that student discipline is addressed in a consistent and timely manner.
8. Evaluating prospective students, as well as familiarising prospective families with the philosophy of the curriculum and the attributes of the school that are distinctive. Collaborating with the Enrolments Officer on recruitment, interviewing and communication with prospective families.

Outcomes

The overall purpose of the following outcomes is to support student learning.

1. Effective leadership, in the context of the educational policies and programs of Atlantis Beach Baptist College, is provided to staff and students and the College's vision and mission is promoted to the school community.
2. The school improvement plans (including The Strategic Plan, Curriculum Plan, School Improvement Plan etc.) and associated policies and learning programs are developed, implemented, monitored and reviewed in collaboration with College staff, students and the community.
3. Accountability for student learning outcomes and learning programs is demonstrated through appropriate monitoring and reporting of outcomes.
4. Administrative and operational systems and resources, including financial and physical resources, are managed effectively and ethically.
5. Effective and equitable human resource management practices that comply with legislation and ensure that staff has access to appropriate professional development and performance management and change is managed strategically.

Other

1. Put into practice all Atlantis Beach Baptist College policies and procedures as required.
2. Attend College functions, events and meetings in and out of schools hours and undertake duties related to the College Principal's leadership role in the College.
3. Liaise with school support services, including other staff, such as the Chaplain, Therapists and Learning Enhancement staff to support students.
4. Maintain and uphold the College's high standards of behaviour, work standards and uniform presentation as they work with and interact with students and their families.
5. Provide appropriate pastoral care to the students under their care in consultation with the College Coordinators and Chaplain.
6. Fulfil all duty of care obligations to students under their supervision/care ensuring the highest possible standards of health and safety are put into practice.

7. Endeavour at all times to demonstrate the College's values in attitude and practice.
8. Support and contribute to the Christian ethos of the College.
9. Adhering to the principles of the College's Statement of Faith.
10. Seek to resolve differences constructively.
11. Other duties as requested by the Board of Governance.

Qualifications

1. A teaching qualification, recognized by the Teachers Registration Board of Western Australia.
2. Extensive experience demonstrated in previous leadership roles
3. Current Police Clearance and Working with Children's Check.
4. The successful applicant will have excellent inter-personal and professional qualities, including compassion, high order written and oral communication skills, initiative and the ability to work as part of a team.

Selection Criteria:

- A mature Christian faith (commitment to the Lord Jesus Christ, attend church on a regular basis and have a lifestyle consistent with an Evangelical Christian Faith).
- Synergy with the Atlantis Beach Baptist College's mission, vision and values.
- Ability to lead teaching and learning as outlined in the AITSL Standard for Principals and the National School Improvement Tool.
- Ability to collaborate and share resources within the Baptist College Network.
- Ability to develop self and others.
- Ability to lead improvement, innovation and change, including introducing an improved culture at the school.
- Ability to effectively lead a Secondary school and collaborate effectively with the Primary School Leadership to effectively lead a Primary school.
- Ability to engage and work with the wider learning community.
- Ability to demonstrate being future-focussed and lead the development of the vision and values of the school.
- Strong inter-personal and communication skills: resilience, ability to build trust, problem-solving skills, ability to communicate, negotiate, collaborate and advocate, ability to give and receive feedback, networking skills and the ability to inspire others.
- Extensive experience in a leadership role.
- Working with Children Check and registration with or eligibility to be registered with TRBWA.
- Demonstrated experience as a College Principal.
- Knowledge and understanding of the latest research and developments in pedagogy, school improvement, education policy and leadership & management.
- Skill or knowledge that supports the College's programs.
- In-depth understanding of Christian education.

Commencement date

1st January 2016

Application process

- Applications must be accompanied by the names of three referees, including one reference testifying to the applicant's Christian commitment (from the applicant's pastor/minister).
- The successful applicant will be required to supply a Department of Education and Training Police Clearance, Working with Children Clearance, and must be registered with the Teachers Registration Board of Western Australia.
- Visit the Atlantis Beach Baptist College website and download and complete the Staff Application Form.
- Applicants should address the above selection criteria.
- Provide a Curriculum Vitae and evidence of your ability to meet the expectations outlined in this document.

Please address applications to:

The Board Chair
Atlantis Beach Baptist College
PO Box 320
TWO ROCKS WA 6037

Email to: admin@atlantisbbc.com.au