



**PRINCIPAL**

**JOB & PERSON SPECIFICATION**

**SEPTEMBER 2019**



## ST DOMINIC'S PRIORY COLLEGE

### COLLEGE PRINCIPAL

## Position Information Document

Terms and conditions as similar as possible to the Conditions of Employment for Principals and Deputy Principals of South Australian Catholic Diocesan Schools.

The Principal is employed by and responsible to the Board of St Dominic's Priory College Limited, which operates under the canonical jurisdiction of Dominican Education Australia.

The Principal occupies the fulcrum role within the College. The Principal needs to have a diverse range of skills and a flexibility of approach to undertake the myriad duties and responsibilities associated with the position.

### **CATHOLIC AND DOMINICAN ETHOS**

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At the heart of the educational enterprise at St Dominic's Priory College is an acceptance of the love of God revealed in the person and mission of Jesus. It follows that the dignity of the human person is regarded as paramount in the relations between members of the College Community. A strong commitment to the value and love of learning is a major feature of the Dominican approach to education.

### **KEY WORKING RELATIONSHIPS**

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- Board Directors
- Senior Leadership
- College Staff
- Students
- Parents/Families/Guardians

### **ROLE SPECIFICATION**

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The Principal is responsible for:

#### IDENTITY LEADERSHIP

- Maintaining a personal, active Eucharistic membership of the Catholic Church and a manner of life which gives contemporary witness to that commitment
- Providing spiritual, religious and theological leadership for the school community
- Articulating and interpreting the values, vision and mission of the College and of Dominican Education Australia
- Providing appropriate opportunities for staff formation
- Striving to develop a school culture of rituals and practices which reflect being a Catholic school in the Dominican tradition
- Actively promoting the rich heritage of St Dominic's Priory College and its founding Sisters
- Making proper provision for the implementation of the Religious Education program approved by the Archbishop of Adelaide
- Actively promoting opportunities for students to be involved in Christian service learning programs

#### EDUCATIONAL LEADERSHIP

- Providing leadership in the development of a school-based curriculum and appropriate, innovative pedagogies which promote the holistic development of students
- Maintaining a professional awareness amongst staff, and leading a critical analysis of trends and innovation in education, particularly the education of girls and young women
- Ensuring an inclusive approach to addressing the learning needs of students of all levels of ability
- Providing regular feedback to the College Board and broader College community on educational outcomes and plans to improve academic performance
- Promoting a culture of learning and continuous improvement amongst staff through appropriate professional development
- Establishing high expectations for staff in relation to pedagogy, assessment and reporting, and to student learning achievement
- Reviewing senior staff performance according to agreed goals and timelines
- Ensuring that the College complies with statutory requirements for the delivery of the curriculum
- Being actively involved in the appropriate professional associations and other outside bodies
- Involving parents as far as practicable in the educational process
- Involving students as far as possible in all aspects of school life

#### COMMUNITY LEADERSHIP

- Striving to nurture a sense of community
- Providing for appropriate care of staff
- Providing for exemplary standards of care of students
- Sustaining restorative justice as a fundamental principle in student behaviour management programs
- Promoting and maintaining the conditions for a quality learning environment enhanced by high expectations of behaviour and positive relationships in the College community
- Providing for staff in the areas of
  - Personal and professional development
  - Formation in faith and Dominican ethos
  - Professional supervision
  - Evaluation
- Encouraging parents to be active members of the school community

#### MANAGERIAL LEADERSHIP

- Overarching control of the day-to-day operations of the College
- Keeping parents regularly informed about student progress and College events
- Seeking ways to keep the local community engaged with the College
- Working effectively with the College Board, acting as Executive Officer of the Board to manage both continuity and change
- Working cooperatively with Dominican Education Australia
- Working cooperatively with Catholic Education SA
- Managing St Dominic's Priory College finances (including enrolments and staffing levels) in accordance with the College Strategic Plan and the annual budget, and in light of agreed forward planning financial and staffing parameters
- Assisting in the development, implementation and review of the College's Strategic Plan and Master Plan
- Appointing and terminating staff (exclusive of Deputy Principals and Business Manager, however so named) in accord with the applicable industrial agreements and the Fair Work Act
- Planning and providing facilities best suited to the pastoral and learning needs of students for the approval of the College Board

- Securing and maintaining College property
- Ensuring compliance with all relevant legislation and other Dominican Education Australia specific policies
- Providing a safe learning and working environment for staff and students
- Ensuring compliance with the National Catholic Safeguarding Standards

## **WHS RESPONSIBILITIES**

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It is the role of the Principal to review WHS policies and procedures as appropriate to the role outlined and conduct audits as required.

Additionally, all employees have the following responsibilities to:

- Take reasonable care of their own WHS and that of others in the workplace.
- Accept the responsibilities arising in the course of performing their work, and in particular:
  - use any clothing and equipment provided for the purposes of WHS correctly and in accordance with policies and procedures
  - report any hazards, near misses, incidents, accidents, injury or ill health which arise in the course of their work
  - not carry out any task or procedure until they have received appropriate training and instruction
  - keep the workplace in a tidy and safe condition
  - ensure that they do not, by the consumption of alcohol or other drugs, affect their own or others safety
  - not interfere with, remove or displace any safety devices, guards or protective equipment unless it is part of an approved maintenance or repair procedure
  - actively participate in consultation, training and consideration of all WHS and Injury management issues that are pertinent to the workplace.



## HOW TO APPLY

Applications should be addressed to Andrew Reed. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call Andrew Reed or Christian Gaszner on (08) 8100 8849.

### **Please Note**

Your application will be automatically acknowledged by a return email.