



PULTENEY

PRINCIPAL

JOB & PERSON SPECIFICATION

JULY 2019



POSITION DESCRIPTION

Position:	Principal
Responsible to:	Board of Governors
Direct Reports:	11
Indirect Reports:	300
Status:	Full-time, Fixed-term contract

Preamble

Pulteney Grammar School ('School') is a dynamic and inclusive city school that inspires, challenges and empowers young men and women to achieve their full potential in life. The School provides complete contemporary education from the Early Learning Centre to Year 12.

Our focus is to empower our students to become well rounded citizens with a strong ethical and moral character who are capable of assuming a leadership role in the local and global community.

Our strategic priorities focus on achieving:

- Engaged, motivated and resilient students
- An outstanding teaching and learning experience
- Skilled, passionate and committed staff
- An innovative and integrated learning environment
- Collaborative and creative partnerships and community engagement
- A high performing organisation

Pulteney has a Learning and Performance Culture that guides all that we do:

- Students – we put students at the heart of what we do
- Learning – we seek to inspire a passion for learning
- Community – we honour and enhance our unique community values and relationships

The Principal is accountable to the Board of Governors for planning, strategic leadership, corporate functions, organisational operations and the overall educational performance of the School.

This highly visible position will create a culture of energy, enthusiasm and commitment to the achievement of the School's current and future strategic, educational and operational objectives.

The Principal will play a key role in fostering effective relationships with the broader School community including students, parents, staff, old scholars, supporters, the general community and the broader educational sector.

Key Outcomes and Responsibilities

Strategy, Planning and Leadership

Key Outcome

Lead the School and, in conjunction with the Board, develop, implement and manage a detailed strategic plan, and lead the implementation of an operational plan that will maintain and grow Pulteney's standing as a progressive co-educational school.

Indicative Responsibilities

- Facilitate the review, enhancement and communication of a shared vision and strategic, educational and operational plans for the School;
- Review and continuously improve upon an effective School governance, policy, quality and risk management programme;
- Foster a culture of innovation and entrepreneurship;
- Continually review the School's structure and operations to ensure the delivery of the School's educational curriculum;
- Effectively lead the School's Executive and leadership team; and
- Ensure Pulteney is responsive to the changing needs of our local and global communities, by understanding and adapting to contemporary and emerging pedagogy, and government expectations.

Education and Learning

Key Outcome

Ensure the promotion of a positive and innovative learning environment, where students are able to reach their full potential, flourish and learning is exciting and challenging.

Indicative Responsibilities

- Set and promote the School's educational philosophy and standards;
- Foster a culture of commitment by all staff to educational excellence and drive continuous improvement that leads to exceptional outcomes;
- Ensure that curriculum development reflects Australian Curriculum and National standards, the School's values, objectives, educational philosophy and changing community expectations;
- Research, evaluate, develop and implement contemporary and emerging teaching methodologies and technologies that are accessible to all students;
- Ensure the successful differentiation of the curriculum to meet the needs of students;
- Drive the achievement of a successful and vibrant co-curricular offering; and
- Provide rich and rewarding experiences to develop confidence, resilience and leadership through all aspects of school life.

Employee Relations and Development

Key Outcome

Create a positive, supportive, respectful, inclusive and safe working environment for all staff.

Indicative Responsibilities

- Ensure the School is positioned to attract, retain and develop outstanding staff and is considered an employer of choice;
- Foster a culture of commitment by the Executive and staff at all levels to the School's values, educational philosophy and strategic directions;
- Build leadership capability, the capacity to lead and manage change, and a culture of ethical management within staff;
- Ensure an effective performance management framework exists that supports the targeted professional development of staff, resolution of performance issues and leads to improved student outcomes;
- Maintain positive relationships with employee representative groups; and
- Ensure compliance with legislative requirements including work health and safety, equal opportunity, and industrial relations.

Community Engagement

Key Outcome

Create, promote, develop and foster a School community which is supportive of the School's history, vision, values and future directions.

Indicative Responsibilities

- Develop and maintain positive relationships with students, parents, staff, old scholars, benefactors and the broader community;
- Uphold the worship and spiritual life of the School within Pulteney's broad Anglican traditions.
- Foster partnerships and networks with relevant government agencies, educational institutions and external bodies;
- Contribute to community and educational debate around educational direction, policy and philosophy;
- Develop and implement an effective marketing and communication strategy;
- Represent the School in external forums; and
- Support and encourage the philanthropic objectives of the Pulteney Foundation.

Financial and Asset Management

Key Outcome

Ensure the financial stability and efficiency of the School, and the planning and delivery of outstanding facilities.

Indicative Responsibilities

- Develop and manage relationships with stakeholders and strategic partners to ensure the School and Board are cognisant of funding and financial matters that will impact on the future success of the School;
- Undertake sound financial planning and commercial management practices, ensuring capital assets and expenditure are properly managed and financial outcomes are controlled;
- Ensure appropriate systems are in place for financial, accounting and budget management and timely reporting and auditing;
- Implement financial plans that align with our strategic directions, ensure the financial strength of the School and provide the capacity for future growth;
- With vision and drive, lead the School through the planning and delivery of the capital works programme which includes multifunctional learning spaces designed to improve teaching and learning; and
- Promote business development opportunities through partnerships and fundraising activities including the Pulteney Foundation.

Work Health and Safety

This role is deemed to be an Officer under the *Work Health and Safety Act 2012 (SA)* (WHS Act). As an Officer, it is the Principal's duty to exercise due diligence to ensure the School fulfils its legislative obligations under the Act. Due diligence includes taking reasonable steps to:

- Acquire, and keep up to date, knowledge of work health and safety matters.
- Gain an understanding of the nature of the operations of the School and the hazards and risks associated with those operations.
- Ensure appropriate resources and processes are made available to eliminate or minimise risks to health and safety from work carried out.
- Ensure appropriate processes for receiving and considering information regarding incidents, hazards and risks are in place and the information is responded to in a timely way.
- Ensure the School has, and implements, processes for complying with any legal duty or obligation under the WHS Act.
- Ensure processes are verified, monitored and reviewed.

PERSON SPECIFICATION

Education

- Bachelor of Education or equivalent
- Relevant post graduate qualifications (highly desirable)
- Eligible for registration as a teacher with the Teachers Registration Board of South Australia

Experience

- Proven experience in providing leadership to a complex educational organisation in a climate of continuing change
- Demonstrated success in the effective management of human, financial and physical resources
- Outstanding written, oral and interpersonal communication skills
- Proven experience in a range of different organisational settings and/or positions within the education sector
- Experience in policy, strategic planning and innovative programme development at a senior level in education
- Experience in programme evaluation and continuous improvement activities
- Experience in writing reports, evaluating proposals and managing contracts
- Experience in leadership and management in the independent sector (desirable)
- Experience in managing and leading building programmes including procurement and contract management (desirable)

Knowledge

- Demonstrated awareness of the political and socio-economic sensitivities that impact on the planning, development, funding, delivery and management of educational institutions
- Demonstrated business acumen, commercial awareness and financial acuity
- Knowledge of Australia's educational systems
- An understanding of emerging directions within the educational sector
- Inter-cultural awareness and sensitivity

Personal Attributes

- Strong leadership skills with a demonstrated ability to motivate and inspire others to work together as a team to achieve objectives
- Ability to be a model of leadership in the Anglican faith
- Supportive of the beliefs and values of the Anglican Church and Christian co-educational schooling
- Demonstrated ability to effectively liaise and collaborate with the broader community and relevant organisations
- Demonstrated ability to analyse and conceptualise problems, formulate and execute appropriate solutions and negotiate successful outcomes in an innovative and resourceful manner
- Demonstrated ability to lead change and an understanding and sensitivity to the issues surrounding change management
- Demonstrated ability to manage and evaluate group and individual performance against agreed objectives
- Demonstrated ability to communicate both verbally and in writing to a wide range of audiences on a range of sensitive and complex issues
- Proven ability to negotiate and influence at a high level

Special Conditions

- Some inter and intra state and overseas travel may be required
- Some out of hours work will be required
- The incumbent will be required to enter into a performance agreement with the Board of Governors for the achievement of agreed targets, Key Performance Indicators and specific outcomes
- Working With Children Check must be undertaken prior to commencement and the status of cleared to work with children maintained
- National Police Certificate must be undertaken prior to commencement and every three (3) years thereafter
- Responding to Abuse and Neglect training must be undertaken and a certificate of currency provided



HOW TO APPLY

Applications should be addressed to Andrew Reed. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call Andrew or Justin Hinora on (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.