

POSITION DESCRIPTION

Campus Principal



This document is your roadmap to success. It is an important tool that supports your career and development at Cire and beyond. Our aim is to be clear about what you need to do to achieve success personally and professionally. We will describe the types of activities, tasks and responsibilities that shape your role, as well as showing you what it looks like when you have been successful. It is also important to understand that your behaviours, attitude and demonstration of Cire's Values form part of your success.

Organisation Profile

Cire Services Inc. is an advanced, community based, not for profit organisation. Cire operates a range of services to meet community needs through education and provision of services.

- We are a **Registered Training Organisation (RTO)** offering accredited, pre-accredited, work skills and leisure courses.
- Our **Community School**, a registered independent school, provides secondary curriculum to students in an alternative school environment.
- **Family and Children's Services** supports children's services for long day care, pre-school programs, occasional care, vacation care and before and after school care.
- **Community Hubs**, bringing people together to connect, learn and contribute in their local community through social, education, recreational and support activities.

Our Values



OVERVIEW	
Title	Campus Principal
Business Unit	Community School
Department	Community School
Reports To	Executive Principal
Primary Location	Mount Evelyn
FTE	1.0
Award and Classification	Educational Services Teachers Award 2010
Date Prepared	October 2019

POSITION PURPOSE
<p>The role of the Campus Principal is to lead and manage the day to day planning, delivery and evaluation of educational programs within an educational and welfare based setting that supports some of the most vulnerable and marginalised young people within the Yarra Ranges region.</p> <p>Each Campus Principal will have primary responsibility for the day to day operation one of the Cire Community School Campuses and will fulfill goals and target set on a regular basis. The Campus Principals will report directly to the Principal and together these will form the senior leadership of Cire Community School responsible for the development of policies, procedures, goals and targets, and the implementation of a continuous improvement agenda.</p> <p>The Campus Principal will ensure the campus staff are effectively supported and managed and that policies and processes are implemented in an effective and efficient manner.</p>

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PARAMETERS	
Direct Reports	Teachers and learning support officers based on the campus
Key Internal Stakeholders	Principal, Campus Coordinators, Teachers, Learning Support Officers, Student Wellbeing Coordinator, School administration staff, Cire Services Staff.
Key External Stakeholders	Students, Families, External service providers
Key Challenges	<ol style="list-style-type: none">1. Working across two campus'2. Maintain up-to- date knowledge and awareness of student learning needs

QUALIFICATIONS AND CERTIFICATIONS
<ul style="list-style-type: none">• Four year trained tertiary qualification in education;• Full Australian drivers licence• VIT Registration• Current level 2 first aid• Clean police record

KNOWLEDGE AND EXPERIENCE
<ul style="list-style-type: none">• Demonstrated experience in the development and delivery of high quality teaching and learning and curriculum programs;• Demonstrated ability to lead a team in the achievement of educational objectives for vulnerable students;• Demonstrated high level interpersonal, communication and team work skills;• Ability to advise and liaise with a wide range of stakeholders• Demonstrated understanding and experience in working with vulnerable and disengaged young people and developing strategies to meet the educational needs of these young people;• Ability to work closely and demonstrate empathy with students and parent/guardians while maintaining the professional role of a guide and administrator;• Ability to be sensitive to the needs of young people from different economic, social and cultural background;• Integrity and strong professional boundaries;• High level of time management and organisational skills as well as acute attention to detail;• Competent in the use of Microsoft Office programs;• Highly developed written and verbal communication;• Demonstrated ability to work professionally with all stakeholders at varying levels.• Knowledge of the Child Safe Standards and ability to adhere, proactively support and implement them at a campus level;

CAPABILITIES
<ul style="list-style-type: none">• Well-developed computer skills and competence in use of the suite of Microsoft Office programs;• High level of customer service;• Excellent communication skills both oral and written; and• Ability to work autonomously, interdependently and within a team.

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YOUR AREAS	WHAT YOU DO	SUCCESS MEASURES
Leadership	<ul style="list-style-type: none"> • Provide leadership and high level support to the principal, staff and school community in the develop high quality teaching and learning practices; • Lead the day to day operations of a campus of the school; • Lead and manage change including leadership of others in the process of change; • Lead the development, implementation and review of quality educational programming and pedagogical practice within the school; • Ensure that staff complete and maintain programming documentation in accordance with school expectations and guidelines and deliver programmes within those parameters; • Lead staff in the development, implementation and regular review of Individual Learning Plans for all Cire students; • Support teachers to effectively differentiate the curriculum and develop appropriate assessment tools and activities; • Identify areas and opportunities for improvement and innovation; • Identify professional learning needs and opportunities for staff; • Develop and maintain professional relationships with all internal staff and parents/guardians, community organisation and government bodies; • Work effectively with stakeholders of varying levels. • Represent Cire in a positive manner and role model professional standards; 	<ul style="list-style-type: none"> • A positive contribution to the leadership of the school is made as part of the leadership team; • The campus runs consistently and efficiently at all times; • Education programs are delivered in an effective manner and in line with the relevant requirements; • Individual Learning Plans are in place and up to date for all students in the required format; • Teachers deliver programs in line with the ILPs; • Positive feedback from colleagues and staff; • Cire is represented positively at all times.
Operational	<ul style="list-style-type: none"> • Manage the day to day staffing and operations of a campus and coordinate Teachers and Learning Support Officers and other staff; • Ensure a functional timetable is in place for the campus that links with the needs of the broader school; • Administer the school's student management system; • Coordinate testing and assessment of students and the sharing of data with 	<ul style="list-style-type: none"> • The campus is appropriately staffed on a daily basis and staffing needs are identified and reported to the Principal; • A functional and effective schedule of classes and activities is in place; • The student management system is up to date and used effectively to operate the campus requirements; • Testing and assessment is coordinated for students;

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	<p>teachers and other key stakeholders;</p> <ul style="list-style-type: none"> • Coordinate the implementation of intervention programs (ie. Literacy Support); • Coordinate the assessment of students and the maintenance of records to support applications for funding for students with a disability (NCCD); • Monitor the effectiveness of academic programs in providing quality education and engaging students; • Direct parent /guardian/student communication as appropriate; • Attend professional development activities and local network meetings; • Support the implementation of and adherence to school policy and procedure at all times. 	<ul style="list-style-type: none"> • Appropriate intervention programs are implemented for students; • Regular review of programs and processes is carried out and innovative solutions and areas for improvements are explored; • Effective communication systems and protocols are in place and all required communications with parents / guardians is carried out; • Policy and procedure is adhered to; • Positive feedback from staff, stakeholders, students, parents/guardians;
Values	<ul style="list-style-type: none"> • Demonstrate and work with: • Integrity; • Respect; and • Quality. 	<ul style="list-style-type: none"> • We do what we say, and we stay true to our values and commitments. • We respect those in our communities and we actively seek to engage all stakeholders so that we can deliver on what we promise. • We focus on providing high quality services across all aspects of our organisation.
OH&S	<ul style="list-style-type: none"> • Understand WorkSafe requirements and act responsibly. • Comply with OH&S standards and responsibilities. • Report hazards and incidents immediately or within 24 hours at the latest. • Regularly check the workplace for safety. • Ensure other employees are operating safely, and address unsafe practices. 	<ul style="list-style-type: none"> • Workplace incidents and hazards are addressed within the required timeframes. • You operate safely at all times.
Ad hoc	<ul style="list-style-type: none"> • Other duties and projects as reasonably directed from time to time. 	<ul style="list-style-type: none"> • Demonstrated flexibility and adaptability to ad hoc requirements.

I confirm that I have read and understand my requirements, accountabilities and outcomes as outlined in this Position Description.

I understand that my Performance and Success Review will assess the Success Measures included in this Position Description.

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Employee name

Date signed