



**Information for Applicants for the Position of**

# **PRINCIPAL**

**St Peter's Anglican College, Broulee**

**Commencing 2018**

St Peter's Anglican College is a regional Christian school established in 2003 providing education from Kindergarten through to Year 12. St Peter's offers a holistic and attentive approach to education.

The school is located in a bushland setting with modern buildings, spacious grounds, and is only a stone's throw from the idyllic Broulee beaches. The College is an integral part of the South Coast Anglican Schools and the wider Anglican Diocese of Canberra and Goulburn network.

The Principal is responsible for management and leadership at St Peter's and reports to the South Coast Anglican Schools Board.

## THE POSITION

The Principal will be responsible for delivering quality educational outcomes, leading a motivated team of over 35 teaching and support staff and overseeing the operations of the College of over 350 pupils. The Board is seeking an individual who has a proven track record of driving academic excellence and spiritual growth.

The Principal will be a passionate, visionary and inspiring Christian educator, with exceptional leadership skills. The ideal candidate would have extensive leadership experience in a senior role, be an active member of a Christian Church, subscribe to the Ethos Statement of the Anglican Schools Commission of the Anglican Diocese of Canberra and Goulburn and all related Ordinances of the Diocese.

It is expected that the Principal will give leadership to St Peter's Anglican College, Broulee in the key areas of:

- curriculum
- teaching and learning
- staffing
- student welfare
- co-curricular activities
- administration
- facilities
- support structures

The maintenance of NESTA and legislative requirements are the responsibility of the Principal.

Enhancement of the keen sense of community in the school is a priority. Further development, in the Anglican tradition, of the Christian culture that gives foundation to the school is expected. The Principal will be the public face of the school in the local community and amongst the parents and friends of the school.

## **LEADERSHIP**

It is expected that the Principal will provide professional and effective leadership in two key areas:

### **A. COMMUNITY PASTORAL CARE**

**By:**

- i. providing effective pastoral care of the members of the St Peter's community by establishing and guiding the processes for identifying and responding appropriately to their needs;
- ii. implementing procedures that ensure the pastoral care of the staff is provided for respectfully and effectively;
- iii. ensuring that appropriate procedures are in place to provide for the effective management of student behaviour with due regard for procedural fairness; and
- iv. ensuring that the school community provides a welcoming and supportive environment for parents and families of students.

### **B. ADMINISTRATION**

**By:**

- i. ensuring that the St Peter's community operates as part of the local community by establishing appropriate communication with parents, local parishes and other schools and institutions;
- ii. establishing an optimal physical learning environment within funding constraints by carefully utilising resources to maintain and develop the premises, equipment and facilities consistent with statutory obligations and the needs of a contemporary educational institution;
- iii. providing efficient and effective administrative practices by ensuring appropriate management, accounting and record-keeping procedures are implemented; and
- iv. fulfilling the accountability requirements of the Diocese of Canberra and Goulburn, the South Coast Anglican Schools Board, statutory authorities and funding agencies.

## **PERSONAL REQUIREMENTS**

The successful candidate will be an experienced education professional ideally with some understanding of the issues confronting schools in regional communities. The person is expected to work with grace, warmth, vision, flexibility, good humour, credibility and possess the strength of character to perform the role well.

The successful candidate will typify someone who has a demonstrable Christian world view, a love of learning, global thinking and a respect and sensitivity for the needs of each individual child.

The appointee will:

- a. be a committed Christian and a practicing member of a Christian church community;
- b. hold appropriate academic qualifications to the postgraduate level and teaching qualifications;
- c. have a proven record of successful teaching;
- d. have held at least one leadership position preferably in a Secondary school;
- e. possess proven management skills;
- f. be able to demonstrate an understanding of administrative and financial planning;
- g. display vision and leadership in education;
- h. be able to consult, plan and delegate effectively;
- i. have a good understanding of industrial relations and WHS issues and their management;
- j. be conversant with information technologies and their uses including social media;
- k. be willing to undertake further professional development and encourage staff to do so;;
- l. have an understanding of effective marketing strategies to promote both enrolments and the school; and
- m. be familiar with policy writing and implementation.

## TERMS AND CONDITIONS

A five-year contract with a twelve-month review period will be discussed with the successful applicant.

The Principal will be provided with a negotiable remuneration package appropriate to the responsibilities and expectations of the role. Reasonable moving expenses, accommodation, motor vehicle and superannuation will be considerations. Provision for sabbatical leave will be included.

## APPLICATION DETAILS

Applicants for the position of Principal, St Peter's Anglican College, Broulee should include the following information in their applications:

- Full name
- Address, contact numbers: phones, email and fax
- Academic and other professional qualifications
- Current position and areas of responsibility
- Previous career experience and responsibilities
- Church affiliation and participation
- Membership of professional organisations and associations
- Cultural, recreational and other interests
- Marital status and family details
- Recent photograph
- Names and contact details of three confidential referees

With the above information applicants should include a summary of their educational philosophy and a statement outlining their suitability for the role.

Applicants should also apply for a Working With Children Check approval and provide this number and their date of birth.

Applications, marked 'PRIVATE AND CONFIDENTIAL' should be addressed to the attention of the Chairman of the Board and forwarded by email to: [jdoro@bigpond.com](mailto:jdoro@bigpond.com) or by post to Chairman PO Box 456, Merimbula NSW 2548.

Interested applicants should also refer to the St Peter's website for further information about the school. [www.stpetersbroulee.nsw.edu.au](http://www.stpetersbroulee.nsw.edu.au)

All applications will be treated with strict confidence. The Board reserves the right to appoint a person by invitation or to review the terms and conditions set out in this document at any time prior to appointment. **Applications close 5.00pm 8 September 2017.** Interviews are expected to be held in the week commencing 18 September 2017. The position is effective from 1 January 2018, or by agreement as soon as possible thereafter.