

POSITION DESCRIPTION

Campus Principal

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| DEPARTMENT | ECG Secondary College (ECG) |
| REPORTS TO | ECG Principal |
| DIRECT REPORTS | Campus Teaching Staff, Campus LSO's |
| INDIRECT REPORTS | Campus Wellbeing Staff |
| DATE | June 2024 |
| POSITION OBJECTIVE | To provide academic and operational leadership and management of nominated ECG campus. Ensuring compliance with all related college policies and legal requirements. Ensuring education delivery and resources are of a high quality. Leading a high performance culture in a cycle of improvement that ensures a positive climate for learning with responsibility for student engagement, wellbeing and achievement. |
| Achievement of the position objective will be reviewed against key performance indicators in the annual appraisal and review process and as required | |

Our Values are reflected in our commitment to:

- * **Integrity**
- * **Inclusion**
- * **Quality**
- * **Collaboration**
- * **Safety**

Community College Gippsland (CCG) is a child safe organisation with zero tolerance for child abuse and is committed to the safety and wellbeing of all students. CCG supports and adheres to Child Safety Standards.

United we belong. Together we thrive.

The CCG community welcomes people from all backgrounds, abilities, and identities. We are enhanced by our diversity and learn through inclusion, respect and understanding.

At CCG we:

- *Provide a safe and inclusive environment that is free from discrimination*
- *Empower students and harness their uniqueness through voice and agency*
- *Ensure equal employment opportunities for all and encourage the participation of underrepresented staff*
- *Celebrate the differences of our people and recognise their unique contributions to our community*

SCOPE OF THE ROLE

CCG is registered as an Independent School delivering the Vocational Pathways Certificate (VPC) and VCE Vocational Major (VM) as well as years 9&10 from select campuses. CCG is also a Registered Training Organisation (RTO) registered with the VRQA and is also a registered Learn Local Provider.

The Campus Principal has oversight of an ECG Secondary College (ECG) campus, including the compliance function that relates to ECG.

ROLE SPECIFIC RESPONSIBILITIES

- Working with the College Principal and School's Leadership Team to drive and deliver the achievement of strategic planning objectives and milestones.
- Ensuring Efficient and effective campus operations in alignment with CCG/ECG policies.
- Lead a physically and psychologically safe working environment.
- Daily Campus organisation.
- Actively ensuring the health, safety, and wellbeing of students in the school (including all Child Safety requirements are upheld).
- Ensuring all legal and compliance responsibilities relating to ECG have been upheld and risk is being managed effectively.
- Upholding the Australian Professional Standards for Teachers as outlined by the Australian Institute for Teaching and School Leadership Limited (AITSL).
- Lead the performance and development of direct reports aligned to AITSL standards.
- Development of collective efficacy for improved student wellbeing, engagement and achievement.
- Motivating, developing, and leading a high performing and accountable team while actively monitoring and addressing staff performance and staffing or HR issues in a timely manner.
- Engage professionally with parents/carers as required to develop a positive and purposeful learning community.
- Leading by example to set the tone for expectations, behaviour, and performance in line with CCG values and policies.
- Building and maintaining effective and productive relationships with key internal and external stakeholders.
- Ensuring at Campus level continuous improvement practices are embedded into all ECG services, procedures and related tasks and processes.
- Implement appropriate and logical student disciplinary outcomes aligned to CCG/ECG policies and procedures.
- Development of positive school life and extra-curricular activities for ECG students.
- Alignment to ECG/CCG procurement processes and policies and adherence to budgets.
- Ensuring the highest quality of service delivery and customer service is being delivered.

ORGANISATION WIDE RESPONSIBILITIES

- Actively participate in and comply with the Health and Safety systems, policies, and emergency procedures in place throughout the organisation including;
 - Promptly and accurately reporting all hazards, accidents, incidents, and near misses;
 - Ensuring safe use and maintenance of equipment including PPE for self and students;
 - Maintaining a current knowledge of emergency evacuations procedures for all relevant campuses and participating positively in drills and training sessions.
 - Make recommendations for improvements in health and safety.
- Be aware of and participate in strategic planning process including making suggestions for improvements and assisting in rolling out strategic initiatives.
- Actively contribute to a safe and supportive working environment through building positive relationships and teamwork across the whole organisation.
- Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with Community College Gippsland Policies and Procedures.

The tasks and responsibilities outlined in the job description may be changed throughout the course of employment to meet business requirements. Changes and additions to the role will be directed by the appropriate Manager.

KEY PERFORMANCE INDICATORS

- Meeting Strategic Plan objectives and milestones within associated timeframes.
- Financial performance of ECG exceeds budgeted targets.
- Meeting client's expectations regarding the quality and flexibility of school services.
- Attendance, retention, and completion rates of students meets or exceeds annual targets.
- All legal and compliance responsibilities relating to the School have been upheld and risk is being managed effectively.
- Delivery of highest-level customer service to all internal and external stakeholders.

KEY SELECTION CRITERIA

- 3+ years' experience in a leadership role – preferably within a secondary school environment.
- Understanding of statutory and regulatory requirements of an Independent School.
- Experience with successfully leading and managing a high performing team.
- Strong interpersonal skills and an ability to successfully communicate and liaise with people at all levels, both internally and externally.
- Demonstrable workflow management skills with the ability to manage competing priorities.
- Demonstrable successful task organisation skills and implementation of continuous improvement.

MANDATORY REQUIREMENTS

- Victorian Institute of Teaching Licence
- Current Victorian Drivers Licence

FUNCTIONAL RELATIONSHIPS

Key Internal

College Principal
School Leadership Team
Executive Manager – Governance and Risk
Teachers
LSO's

Key External

Parents/Carers
Local referring Schools
Local LLEN
Local VET Cluster (if applicable)

DECLARATION:

I have read, understand, and accepted the above Position Description and understand that the Roles, Functions and Key Performance Indicators in this Position Description form part of the Community College Gippsland Contract of Employment.

Signed: _____

Date:

Name: