



## Principal

### **Araluen Christian College, a campus of NT Christian Schools**

Welcome to Araluen Christian College – a distinctly Christian College for students from Transition to Year 9, in Primary and Middle School.

At Araluen Christian College, we believe in the importance of relationships within community. The Christian faith says that as individuals, we were created to be in relationship with God and with each other. As committed Christians, our teachers recognise this truth and this is an important feature of our college.

The College programs, including our strong academic focus must be supported within a frame work of caring relationships. Our College is built around a foundation of community. Our community ensures, children feel they are cared for and that they belong. Cross-age relationships are natural, and at Araluen, age, gender and Year Level are no barrier to growth and development personally and in the educational journey.

Relationships between staff and parents are equally important. The best outcomes for children are possible when parents and teachers partner together.

### **Parameters for this position**

The Principal is expected to provide educational leadership in the College community. This requires the highest commitment to the Lord, His Word and to Christian schooling where parents play a central role and community input and engagement is sought.

The Principal is expected to be actively involved in shaping the College's educational and community plan and has the task of implementing the local community plans in the governance and educational programmes of the College.

The Principal is expected to assist the College community in setting and pursuing achievement of organisational goals and policies and to manage activities and projects arising from these cost-effectively. The Principal is expected to motivate and excite people and groups to strengthen community managed Christian schooling in the region served by the College.

### **Key areas of responsibility**

The Principal is accountable to the Board through the Chief Executive Officer, reports to the College council and is required to:

- provide educational leadership resulting in programmes consistent with our statement of faith and biblical direction of NT Christian Schools;
- provide leadership to, and overall responsibility of, the College Executive;
- ensure curriculum development with a Christ-centred focus and of the highest quality;
- develop and maintain a strong and effective partnership between parents, other significant community members and staff for the benefit of students' learning;
- be an excellent teacher and be flexible to teach all year levels as required;
- ensure effective staff development, deployment, appraisal and educational and pastoral support;
- supervise the financial operations of the College;
- report to the council at each meeting as to achievement of the Council's objectives;
- report on the operation of the College to the Board through the CEO;

- represent, project and promote the College in the locally and throughout the region and present a Christian perspective in Territory and Commonwealth jurisdictions.

## **Responsibilities and Duties**

In meeting these key responsibilities the Principal is specifically required to do the following with respect to:

### **1. Governance**

- assist in the development of a strategic and business plan for the effective operation of the College;
- develop and implement strategies for regular input and consultation with key community members;
- contribute to and implement school-based policies;
- advise the Board through the CEO in relation to staff requirements and utilisation of staff, as necessary or required;
- provide information as required to the Board through the CEO.

### **2. Management**

- Initiate, supervise and coordinate curriculum development and planning for the College from a biblical perspective, meeting students' needs and government requirements;
- oversee the quality of curriculum and its implementation;
- ensure maintenance and evaluation of high quality educational programmes;
- develop and regularly conduct review procedures for educational programmes;
- lead an annual 'self audit' process in two key areas of the School Improvement and Renewal Framework (SIRF) process;
- complete all compliance requirements as required by NT and Commonwealth Governments;
- teach as required;
- provide care for staff and students in the classroom context;

### **3. Staff**

- Be involved in employment of staff and deploy staff to adequately meet teaching, administration and maintenance needs within the resource constraints of the College as determined by the Board;
- ensure that whole College staff act as a cohesive team committed to the biblical educational goals of NT Christian Schools and the College community;
- provide opportunities for all staff members to work together to support each other in all elements of College community life;
- encourage and facilitate staff members to be involved in extra-curricular College activities eg; after school sporting programs, camps, excursions, community visits, worship activities;
- ensure adequate induction and on-going support for staff, with particular attention to the unique personal/professional development needs of the College eg: training in 'conflict resolution' skills/strategies, strategies for building relationships with students in the classroom context;
- implement the staff appraisal policy involving both formative and summative appraisal of all staff;
- ensure there is a clear link between staff appraisal and staff professional development;
- advise about and provide, as necessary, in-College training and courses to assist in the professional development of staff.

### **4. Financial Management**

- Supervise the financial operations of the College;
- in consultation with the College community, develop the annual budget in the context of the strategic and business plans of the organisation and the council;
- be willing to search for creative solutions to ensure financial stability for the College community;
- provide information as required to NT Christian Schools and the government.

5. ***Community management – “civic” responsibility***
  - Ensure that the College is effectively managed as an educational institution as well as in its “civic” activities and requirements;
  - Ensure that the College community has input into making decisions about the operation of the “civic” functions of the College;
  - Seek opportunities for College facilities to be used for wider Christian educational purposes especially at those times when students are not in residence.
  
6. ***The wider community***
  - Exercise delegated authority on behalf of the Board in all forums including dealing with relevant people and entities in the wider community in the interest of the College community;
  - maintain regular contact and liaise with NT and Commonwealth governments as they affect the College operation;
  - maximise opportunities to access government programmes and resources;
  - maintain regular contact with, contribute to and obtain input from Christian Education National;
  - liaise with relevant education and other organisations;
  
7. ***Marketing and Promotion***
  - Contribute to and implement a marketing plan for the College;
  - promote the school both within and outside the school community at every opportunity;
  - perform all duties expected in the area of marketing and promotion.
  
8. ***Communication***
  - Communicate frequently with all staff, parents and students with the aim of promoting information flow, teamwork, transparency, cohesion and harmony within the College;
  - ensure that students are adequately informed of all subject requirements;
  - be instrumental in developing and conducting regular forums for staff communication including ‘section’ meetings (eg: Teaching staff) as well as whole College staff meetings;
  - be proactive in carrying out both formal and informal communications with all staff and students on a daily basis;
  - be deeply engaged with staff and students in all facets of the College community life, including classroom activities and extra-curricula activities;
  - facilitate regular opportunities for face-to-face connections/communication between College staff and stakeholder communities.
  - consult about the school or unit’s operation through the quarterly Forum of Educational Leaders.
  
9. ***General***
  - Ensure all NT Christian Schools policies are implemented in the College;
  - oversee the organisation of schedules and procedures as needed;
  - any other duties agreed, from time to time, in writing between you and the Board through the CEO.

**Expressions of Interest close 13 April 2018**

**Position Commences 2019 or as negotiated**

NT Christian Schools • Araluen Christian College • Gäwa Christian School • Marrara Christian College • Nhulunbuy Christian College •

• NT Christian College • Palmerston Christian School • Sattler Christian College

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