



POSITION DESCRIPTION

HEAD OF SCHOOL

Position Summary

The Head of School is accountable for the overall leadership, management and development of the School. Reporting directly to the Board of Directors, the position is responsible for ensuring the highest level of delivery of educational excellence, student wellbeing, community engagement and school management.

Organisational Relationships

The Head of School provides representation for Shearwater and interacts with all key stakeholders including legislative bodies, professional organisations, parents and staff. The Head of School has responsibility for the operation, conduct and performance of the School.

While the Board is ultimately responsible for the governance and management of the School, the Board delegates overall responsibility to the Head of School for the operation, conduct and performance of the School, with the exception of authorities it wishes to retain, and which it specifies from time to time in a Schedule of Delegations. Matters not delegated to the Head of School, or delegated jointly to the Head of School and the Board, will be identified in this Schedule.

The Head of School establishes appropriate delegations, accountabilities and lines of reporting with the School Executive, the College of Teachers, and positions of responsibility for the efficient and effective leadership and management of the School.

Key Responsibilities

Leadership

- Offer visionary leadership with a commitment to continuing the ethos of the school.
- Build relationships to enhance the good name and reputation of the School.
- Ensure the delivery of a comprehensive, high quality, inspiring educational program to all students aligning with Steiner's educational philosophy, whilst meeting NESA requirements.
- Work collaboratively to build a contemporary learning program that balances academic pursuits with the development of the entire being.
- Promote and lead a culture of teacher quality and establish processes for continuous teacher development.
- Inspire and motivate students and staff, and cultivate leadership in others.
- Ensure the school provides activities which facilitate the professional growth of the school staff and enhance the quality of the instructional program.
- Embrace inclusion and build a community culture of confidence and trust in the School.
- Communicate effectively and transparently with the wider community to build trust and integrity.

Strategic

- Work collaboratively and in partnership with the School Board to lead, promote and achieve the School's strategic goals.
- Develop and implement the operational, financial and master plans to support the strategic goals with appropriate consultation with the Board and support from the Board and the School Executive.
- Collaborate effectively with the Business Manager to understand the resource implications of educational decisions and take ultimate responsibility for the financial management of the School.
- Take responsibility and provide systems of accountability for child safety, WH&S, human resources, financial management and all legislative requirements.
- Develop policies with support from the School Executive which align with the strategic plan and implement procedures and practices consistent with the School's philosophy.
- Ensure that policies and practices reflecting current research and knowledge of curriculum, pedagogy, leadership and education policy.
- Work closely with the College of Teachers to support them in the continuing development of a progressive Steiner School curriculum, from Kindergarten to Year Twelve.

Management

- Report to the Board on a regular basis all developments that are relevant or material to the School's affairs, including recommendations on educational, financial and compliance matters affecting the School.
- Take effective control and responsibility for the appointment, management, appraisal, performance, professional development, remuneration and conditions of employment, and where appropriate, dismissal of all School staff.
- Consult with the Board on the appointment and termination, where necessary, of senior positions including the Business Manager.
- Lead and supervise the School curriculum ensuring that it is compliant with all NESA requirements and aims for the highest standards of implementation and assessment.
- Administer a program of student management, welfare and discipline to ensure the safe and appropriate conduct of students.
- Implement and adhere to appropriate policies and practices for the enrolment of students, and if appropriate and in consultation with the Board, the termination of enrolment for serious breaches of discipline and school policy.
- Ensure compliance with all State and Commonwealth legislation relevant to the operation of the School.
- Ensure planning is in place for the growth, development and improvement of School facilities.
- Ensure sufficient resources are in place to support high standards of teaching and learning.
- Implement appropriate reporting structures, delegations and lines of accountability for Executive staff and positions of responsibility.
- Ensure that all teaching staff receive core training in Steiner pedagogy, methodology and support in the implementation and resourcing of this pedagogy and methodology.
- Actively promote the enrolment of students.
- Collaborate with the Business Manager ensuring that proper administrative and financial structures and controls are in place for the efficient and effective management of the School's operations.
- Engage in active professional learning and membership of appropriate professional associations.
- Actively support the needs of students and families facing challenging personal and social circumstances.

Essential Selection Criteria

- Demonstrated understanding and experience of Steiner pedagogy.
- At least 5 years quality Independent Schools' management experience in K-12 schools across strategic, financial, organisational and resource functions.
- Proven ability to build and sustain collaborative relationships with the Board, the Executive team, the College of Teachers and the wider School community.
- Ability to plan, prioritise and deliver high-level strategic objectives through practical implementation strategies.
- Ability to impartially manage workplace relationships, performance and change management processes with sensitivity and professionalism.
- Outstanding written and verbal communication skills.
- Eligibility for accreditation by the [NSW Education Standards Authority](#), NESA (previously BOSTES)

Highly Desirable Selection Criteria

- Post graduate qualifications in Educational Leadership or Management.
- Proven ability to work constructively and efficiently within a board/executive governance structure.
- Detailed knowledge of the School's State and Federal statutory and legal responsibilities.
- Proven experience in the implementation of WH&S, EEO, quality management and risk management.
- Advanced level of computer literacy and knowledge of information systems.
- Ability to prepare, manage, analyse and review complex reports, budgets and financial and business documents.

Further information

Your appointment will be subject to a satisfactory Working with Children Check as required under the Child Protection (Working With Children) Act 2012.