

Job Description

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Job Details

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|---------------------------|------------------------------------|------------------------|------------------------------|
| Job Title: | Principal-Range 4 | Job ID: | 1137006 |
| Location: | Croydon Hills Primary School | Full/Part Time: | Full-Time |
| Regular/Temporary: | Ongoing | Favorite Job | |
| Department: | Croydon Hills Primary School | Location: | Croydon Hills Primary School |
| Classification: | Principal-Range 4 | | |
| Job Title: | Principal-Range 4 | | |
| Subject/Duties: | | Level: | |
| Begin Date: | 29/01/2019 | End Date: | 28/01/2024 |
| Hours: | 38.00 | | |
| Reference #: | 1137006 | | |
| Contact Name: | Angela Stevens (executive officer) | | |
| Phone: | 03 9725 1205 | | |
| School Website: | www.croydonhps.vic.edu.au | | |
| Apply By: | 15/11/2018 | | |

Location Profile

Our school motto is **Growing and Learning Together.**

Mission Statement:

To provide a child safe, inclusive, caring and dynamic environment that engages students to achieve their personal best in an atmosphere of mutual respect and cooperation. We aim to build social responsibility, resilience, perseverance and independence so students can best meet the challenges of our rapidly changing world and become ethical and responsible global and digital citizens. Croydon Hills has a commitment to zero tolerance of child abuse and is committed to child safety.

We support and respect all children as well as our staff and volunteers. We want all children at this school to be safe, happy and empowered

Our values are:

Integrity

- we are honest with ourselves & others
- we follow school rules and values

Care & Compassion

- we act in a kind and compassionate manner
- we consider the needs & feelings of others
- we are inclusive and supportive
- we do not accept bullying

Respect

- for self & others for the environment we respect
- differences in others
- we work and play cooperatively

Resilience

- we are positive we show empathy we are grateful we persevere

Responsibility

- we make good choices
- we take ownership of our actions
- we do our best and aim high
- we have a positive mindset
- we make sure we are safe online
- we challenge ourselves

Croydon Hills Primary School is a large school with an enrolment of over 700 students.

Our school has extensive well maintained grounds and excellent facilities. We have an Investigative Learning Program throughout our Prep and Junior classes and an Inquiry Learning approach in our Middle and Senior classes. A strong focus is the teaching of Literacy and Numeracy throughout the school.

Our specialist programs include Physical Education, Visual Arts, Performing Arts, Science and Indonesian. The school has a strong commitment to building intercultural understanding and global connectedness.

Our staff are committed professionals who participate in professional learning to improve their practice and drive school improvement.

The school operates with a strong team approach with teams working together in Prep, 1/2 (Juniors), 3/4 (Middle School) and 5/6 (Senior School). Professional Learning Teams meet on a weekly basis to plan curriculum and moderate assessment.

We have developed whole school approaches to teaching and learning.

We believe that Digital Technologies play an important role in preparing students for the global world and to improve learning outcomes. We have a computer lab with 26 IMACs. Classrooms all have data panels, at least 10 iPads and a mix of desktop and portable computers. Our very successful one 2 one iPad program for our senior students (years 5/6) has been operating since 2012.

CHPS embraces a proactive approach to student wellbeing including Restorative Practices, Positive Education and The Resilience Project. We value student voice and agency.

Our sustainability program is very important and students play an important role in managing this program. We believe sustainability needs to be explicitly taught and the school should promote sustainable practices.

We also value Global education with sister schools in South Korea as well as other connections globally. We believe that teaching Intercultural capabilities is important for our students.

www.croydonhps.vic.edu.au

Selection Criteria

(a) Vision and values

Demonstrated capacity to create a shared vision, define and gain acceptance of school goals and set and communicate expectations for effective performance.

(b) Teaching and Learning

Demonstrated ability to manage the quality of teaching and create a positive culture of challenge, support and collaboration.

(c) Improvement, Innovation and Change

Demonstrated capacity to produce and implement clear, evidence-based improvement plans and policies and lead innovation and change.

(d) Management

Demonstrated capacity to ensure that the school's human, physical and financial resources are efficiently allocated and managed.

(e) Development

Demonstrated capacity to create a professional learning community that is focused on the continuous improvement of teaching and learning, supporting all staff to achieve high standards and commitment to their own learning and wellbeing.

(f) Engagement

Demonstrated capacity to develop positive relationships with students, parents/families and the local community and participate in and contribute to system-level activities.

Role

The role of the principal is to lead and manage the planning, delivery, evaluation and improvement of the education of all students in a community through the deployment of resources provided by the Department and the school community.

At the same time, the principal, as executive officer of the school council, must ensure that adequate and appropriate advice is provided to the council on educational and other matters, that the decisions of the council are implemented and that adequate support and resources are provided for the conduct of council meetings.

Responsibilities

The principal is accountable for the overall management and development of the school within statewide guidelines and Government policies. A clear set of accountabilities, which distinguish their work from other members of the Teaching Service and the education community are set out in detail in the contract of employment.

The core accountabilities of all principals are to:

- ensure the delivery of a comprehensive education program to all students
- be executive officer of the school council.
- establish and manage financial systems in accordance with the Department and school council requirements.
- represent the Department in the school and the local community.
- implement decisions of the school council.
- contribute to system-wide activities, including policy and strategic planning and development.
- manage and integrate the resources available to the school.
- appropriately involve staff, students and the community in the development, implementation and review of school policies, programs and operations.
- report to the Department, school community, parents and students on the achievements of the school and of individual students as appropriate.

Who May Apply

Appropriately qualified individuals currently registered or eligible for registration with the Victorian Institute of Teaching.

EEO AND OHS Commitment

The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

Child Safe Standards

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at <http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>

DET Values

The Department's employees commit to upholding DET's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DET's Values complement each school's own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the DET values is available at <http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx>

Other Information

- All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements
- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
- A probationary period may apply during the first year of employment and induction and support programs provided.
- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <http://www.education.vic.gov.au/hrweb/Pages/default.aspx>

Apply

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