

# Principal St Peters Campus Blackwood ELC - Year 6

## Role Description

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### Role Description

Title:	Principal St Peters Campus ELC - Year 6
Reporting to:	Head of College
Classification:	Full-time College Executive position
Salary:	Commensurate with the executive nature of the role
Probation:	Six months
Tenure:	Ongoing, with formal appraisals undertaken as per the Executive performance development schedule
Special Conditions:	Full-time 6 weeks annual leave per annum <i>Reasonable additional hours will be required, and will include both out-of-hours evening and weekend work.</i> <i>This role will include approximately 0.2FTE teaching.</i>

### Mission

The College provides a vibrant education which is rich in opportunities, delivered within a caring, supportive environment and empowered by the love of Jesus Christ. It seeks to inspire young people to actively engage in lifelong learning, achieve their best and become global citizens who serve with an open heart.

As a priority, the Principal St Peters Campus ELC - Year 6 role demands innovative and effective leadership across a wide portfolio. The incumbent will work with all staff to support the College's steadfast commitment to the safety and wellbeing of all children and young people, with specific focus on child protection and spiritual, social, academic and physical development.

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### Function

The Principal of St Peters Blackwood Campus is a member of the College Executive Team which leads Concordia College in all visionary, strategic, management and operational aspects of the life of the College.

The Principal leads, oversees and is responsible for the St Peters Blackwood Campus, including the Early Learning Centre, in its fulfilment as an outstanding educational facility in the Lutheran tradition.

The Principal is a member of the College Leadership Team where members collaborate over the developments, progress and everyday life of Concordia College, bringing the College's vision and mission to a reality.

### Lutheran Identity

The Principal unites with the community in continually creating Concordia College as a place of service and grace within the Lutheran tradition. The Principal strengthens the College's ethos by modelling core values in their own behaviours as well as fostering them in their oversight of all activities, human relationships and the design of organisational processes and practices.

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### Reporting Relationships

The Principal:

1. is directly accountable to the Head of College for all matters related to the planning and execution of the day to day life of the St Peters Blackwood Campus, including the Early Learning Centre
2. reports regularly to the Head of College and the College Board (as required) on progress, challenges, issues and outcomes ELC to Year 6
3. has direct line management of the staff at St Peters Campus Blackwood
4. works in close collaboration with the Campus Principals and all members of the College Executive team
5. meets all accountability requirements as set down by the College's policies and directives.

### Decision Making

The Principal:

1. consults with all relevant stakeholders ELC to Year 12 in decision making matters, as appropriate, ensuring that the best interests of all are maintained. This will be particularly important in relation to decisions that impact on campuses
2. often makes decisions in collaboration with the Head of College, Principals, Directors and other senior personnel across the College
3. makes decisions relevant to the strategic planning, implementation, monitoring and review of policies, procedures and practices related to marketing and community relations
4. has a significant level of autonomy and will demonstrate a high level of discernment and analytical thinking in determining when decision making ought to be referred to the College Executive Team or other relevant stakeholders.

### Strategic Responsibilities

The Principal:

1. is a member of the College Executive Team which leads Concordia College in all visionary, strategic, management and operational aspects of the life of the College
2. leads, oversees and is responsible for the St Peters Blackwood Campus, including the Early Learning Centre, in its fulfilment as an outstanding educational facility in the Lutheran tradition
3. is a member of the College Leadership Team where members collaborate over the developments, progress and everyday life of Concordia College, bringing the College's vision and mission to a reality
4. implements and reviews aspects of the Concordia College Strategic Plan relevant to the St Peters Campus within agreed timeframes
5. enhances the culture of collaboration, innovation, reflective practice and connected programs ELC-12
6. shows professional judgement and initiative in the performance of duties
7. proactively contributes to the development and implementation of the College Strategic Plan
8. provides advice to the College Board about possible strategic directions for the St Peters Campus
9. actively contributes to strategic thinking and planning as a member of the College Executive Team and provides advice to support effective implementation and maximum productivity
10. collaborates with other senior staff to ensure that the safety and wellbeing of all children and young people within the St Peters Blackwood Campus, including the Early Learning Centre, is at the forefront of all planning, projects and day to day experiences
11. collaborates with other senior staff to ensure the highest academic progress and achievement possible for all children and young people within the St Peters Blackwood Campus, including the Early Learning Centre
12. leads and supports the staff members of Concordia College, with specific reference to the St Peters Blackwood Campus, including the Early Learning Centre, in all aspects of their performance and development, including child protection and leadership development
13. leads in the development of a safe, challenging and supportive learning and working environment for the children

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and young people and staff members of the St Peters Blackwood Campus, including the Early Learning Centre

14. takes an active role in managing and resolving matters associated with individual children and young people's behaviour and wellbeing
15. leads in and facilitates excellent relationships with parents, families, community and other significant persons, commensurate with the values and traditions of Lutheran education
16. leads in the development of an environment where quality human relationships are developed and shared
17. demonstrates a personal commitment to one's own learning and development
18. deputises for the Head of College as required.

### Operational Development - Responsibilities

The Principal

#### *Leading Campus Culture & Wellbeing*

1. as part of the St Peters Campus Blackwood Leadership Team has responsibility for maintaining a positive culture and having clear expectations within the scope of the role particularly in regard to student behaviour and wellbeing
2. clearly communicates and maintains agreed expectations within the St Peters Blackwood Campus which align with College culture and values
3. at all times, fosters appropriate and positive relationships with students, staff and parents
4. aligned with relevant guidelines, supports Class Teachers and Single Subject Teachers with individual student wellbeing matters

#### *Leading Student Attraction & Retention*

1. develops and implements strategic initiatives to attract new students and retain current enrolments, aligned with the College's vision and growth goals
2. collaborates with the Director of Enrolments regarding enrolment planning and forecasting, using demographic data, market trends, and community insights to inform decision-making
3. collaborates with the Director of Marketing & Community Relations regarding the marketing and communication strategies that promote the school's values, academic programs, and community to prospective families
4. strengthens relationships with feeder schools, community groups, and Early Learning Centres to build enrolment pipelines and enhance community engagement
5. drives continuous improvement in the student experience, ensuring a welcoming, inclusive, and supportive environment that promotes long-term retention
6. collaborates with key stakeholders (e.g., School Leaders, Enrolments, and Marketing teams) to ensure a cohesive and coordinated approach to attraction and retention
7. monitors and analyses enrolment and retention data, identifying trends, risks, and opportunities to enhance outcomes
8. leads events and initiatives such as open days, transition programs, school tours, and scholarship campaigns to increase visibility and engagement.
9. provides regular reporting and recommendations to the Executive/Board on student attraction and retention performance and strategy effectiveness.
10. champions the school's brand and reputation, ensuring consistent messaging and delivery of an exceptional experience at all touchpoints in the enrolment lifecycle

#### *Leading People & Culture*

1. demonstrates and fosters a culture of continual improvement and professionalism within the St Peters Campus
2. implements and reviews aspects of the Concordia College Strategic Plan relevant to the St Peters Campus within agreed timeframes

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3. establishes and cultivates professional and positive working relationships with all St Peters Blackwood Campus staff
4. in liaison with the Head of College and the Director of People & Culture, will support and carry out responsibilities related to staff feedback processes
5. oversees, coordinates and supports the work of the St Peters Campus staff members
6. schedules and runs regular team meetings
7. in conjunction with the Director of People & Culture, leads the performance feedback process for all St Peters Campus staff members
8. supports the effective use of Information and Communication Technologies by the St Peters Campus staff
9. provides advice to the Head of College about potential changes to the roles of personnel of the St Peters Campus staff

### *Leading Parent Relationships*

1. establishes professional, welcoming relationships with parents of students in the St Peters Blackwood Campus including managing, as appropriate, parent concerns and complaints
2. with the Leadership Team, ensures that staff and parents are aware of appropriate avenues of communication
3. as directed by the Head of College, acts as a conduit for parent communications by determining and actioning next steps in line with College processes

### *Managing Resources*

1. ensures the efficient and effective administration of the St Peters Campus Blackwood, including the Early Learning Centre
2. ensures the financial efficiency and effectiveness of the St Peters Campus Blackwood and Early Learning Centre, within the parameters established for Concordia College
3. ensures that all reporting requirements including financial, government, legislative and those set by the College are efficiently met
4. ensures that all policy requirements in relation to the workplace and learning environments are efficiently met
5. ensures that all communications and engagements with parents and other significant bodies are efficiently and effectively led and managed

### *Leading Community Involvement*

1. attends a range of agreed conferences and seminars commensurate with the role of Principal of St Peters Blackwood Campus and provides appropriate feedback to the College
2. collaborates and networks with other Lutheran colleges, LESNW and leaders in other schools
3. participates in a variety of Professional Associations relevant to the role
4. deputises for the Head of College at appropriate meetings and forums, as requested

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### Essential Characteristics

#### *Selection Criteria:*

1. supports the Christian Ethos of the College
2. lives out their Christian faith in service to others
3. strong interpersonal skills enabling the ability to work effectively with staff at all levels of the College and with external stakeholders
4. ability to think strategically to identify organisational improvement initiatives and to successfully implement creative solutions
5. ability to contribute to and enhance the work of the senior leadership team and other teams across the College
6. ability to navigate the complex confidentiality requirements of the role
7. high level of attention to detail and effective communication skills ensuring that written and verbal messages are accurate, clear and tailored to key audiences both in terms of content and method of delivery
8. strong analytical, problem-resolution and data management skills
9. able to make and defend sound (but possibly unpopular) decisions under conflicting and difficult circumstances
10. excellent organisational and time management skills.

### Qualifications

#### *Required:*

1. current South Australian Teacher's Registration
2. qualifications and significant experience in leadership/management

Note: In addition to securing a current DHS Working with Children Check, the successful incumbent will be required to acquire the following relevant certification if they have not already completed equivalent training:

- Current Reporting Risks of Harm, Abuse and Neglect training certificate
- Current Protective Practices training certificate
- Current First Aid qualifications HLTAID009, HLTAID010 and HLTAID011

#### *Desirable:*

3. Qualifications and/or training in the principles of adult learning and/or leadership development

### Experience

1. leading teams to achieve high level outcomes
2. effective project management, including collaboratively designing, implementing, managing, completing and evaluating projects
3. experience in student attraction & retention
4. completing tasks and projects within agreed timeframes
5. teaching and learning theory and practice
6. developing and managing budgets within a school setting
7. demonstrated ability of nurturing a positive workplace culture.