

## POSITION DESCRIPTION

### Position Information

<b>Position Title:</b>	Campus Principal	<b>Region:</b>	AU
<b>Department:</b>	Teaching and Learning	<b>Role:</b>	
<b>Reporting Manager:</b>	Regional Principal/COO	<b>Author:</b>	Global Director of Education
<b>Approver:</b>	Global Managing Director	<b>Approval Date:</b>	5 May 2023

### Position Purpose

The Campus Principal is the leading professional position within a Campus, reporting and accountable to the District/Regional Principal and the Campus Administration (CA) team/Campus Board

The primary objective is to lead Campus staff, students, and stakeholders strategically and operationally, to achieve the highest possible standards in teaching and learning, student achievement, quality, compliance, and governance, aligned with the vision, values, and strategy of OneSchool Global (OSG).

### Key Accountabilities

#### Vision, Values, Ethos and Guiding Principles:

- Through the leadership of the Campus, ensure:
  - The ethos, values and guiding principles of OSG are consistently maintained to the highest possible standard.
  - The OSG Learning to Learn Framework is implemented as the founding principle in all teaching and learning programs.

#### Campus Operations:

- Foster positive relationships with the school's community.
- Promote a culture for learning in which everyone takes responsibility for a high standard of student behaviour, engagement, and involvement.
- Consistently monitor, promote, and develop staff and student wellbeing.
- Take direct responsibility for student management matters arising beyond the remit of classroom teachers.
- Ensure the daily Campus meeting (LEAN Meeting) is an effective, structured, and consistent means for the Campus Principal to communicate daily with staff.
- Lead whole-staff meetings, student assemblies, parent meetings and webinars as required, aligned with the OSG Vision, Values, and strategy; keeping the CA Team updated and involved.
- Ensure the Campus operates seamlessly as an all-through school, with the components and vocabulary of the Learning to Learn Framework applied within the Primary years and built up through high quality, seamless transition into Secondary years.
- Maintain orderly systems for student management and daily organization.
- Promote positive, appropriate and effective communications and relationships throughout the Campus community.
- Attend and participate in relevant stakeholder update events.
- Ensure highly effective governance routines by providing concise, accurate and timely reporting to the CA Team and inviting scrutiny in all areas of the Campus' operation.
- Manage critical incidents, ensuring relevant policies, procedures and advice are closely followed; relevant District/Regional Principals, CAs and RTLs are involved and updated.
- Work in conjunction with the National/State Support Office for advice on all areas of policy and procedure.

**Educator and Leadership Development:**

- Provide line management, coaching and mentoring to Campus staff that is individualized, value-adding and fully aligned to the OSG vision, values, and strategy.
- Ensure leadership and management is appropriately distributed through the Campus, in line with a plan that is agreed with the CA Team and District/Regional Principal.
- Ensure that all Campus staff understand and are held accountable for the responsibilities of their role, and the high standards expected from their work and conduct.
- Ensure that all staff (educator and support) access the OSG Induction and ongoing development programs, and to ensure accurate records are maintained.
- Ensure staff develop as confident mentors and coaches of their colleagues.
- Consistently lead, manage, and improve the performance of the teaching team to enhance the delivery of an inspiring quality curriculum leading to better outcomes for all.
- Ensure The Assignment is the foundation of all student learning, is delivered through the Learning Management System (LMS) and quality assured.
- Ensure the Learning Centre is correctly used, including training for staff and students in the use of different zones, and in routines for The Study and The Tutorial.
- Ensure that the Quality Assurance frameworks of OSG are implemented, and that sharply focused feedback and coaching are used to drive improvement in The Lesson, The Study, student outcomes and governance. Including clear next steps and follow-up.
- Continually strive for growth and improvement in the OSG Self Directed Learning journey.
- Implement the OSG Teacher Awards programs.

**Timetable and Curriculum:**

- Implement the OSG AU strategic direction in curriculum, subject selection, and pedagogy.
- Ensure differentiation and personalization of all learning programs.
- Ensure the Resource Approval procedure is consistently implemented by all staff.
- Ensure implementation of the Student Pathways program through full communication and planning with community stakeholders.
- Ensure consistent implementation and management of the Enrichment Program, aligned to the OSG Enrichment Program Policy.

**Teaching Delivery:**

- Where a teaching component is allocated, to teach as per OSG AU & NSW Teacher standards and to model the OSG Learning to Learn Framework as a foundation of all teaching and learning.

**Compliance With Statutory Regulations, Policy, Self-evaluation, and Improvement Planning:**

- Ensure all relevant statutory regulations are routinely audited and always met within the Campus.
- Ensure all staff, paid and voluntary, have completed mandatory training for Workplace Health and Safety and other such training required by the OSG AU & NSW authorities, and that accurate records are maintained.
- Ensure immediate reporting to the Lead CA and District/Regional Principal if statutory regulations are not met. To take immediate effective action and to report progress and completion to the District/Regional Principal and Lead CA daily until the standard is met.
- Report to the District/Regional Principal and CA Teams on compliance with relevant statutory regulations, timely and as required.
- Ensure 'inspection-readiness' of the Campus all times in relation to inspection or scrutiny from any regulatory authority.
- Effectively write, monitor and evaluate the Campus improvement plan, using relevant sources of evidence from Quality Assurance tools, and input from staff and the CA Team.
- Provide Campus self-evaluation and Campus Improvement planning to the CA Team, District/Regional Principal timely and as required, and to act upon feedback to improve the plan.

- Ensure the OSG AU Policy for Child Protection is given the highest priority within each Campus, including training for staff, volunteers, students, and parents; systems for reporting and management of concerns; record keeping; recruitment of paid and voluntary roles; governance and Regional reporting.
- Implement all policies and procedures of OSG AU & NSW, and to ensure records are kept for all staff – paid and voluntary – to confirm that Policies have been read and understood and that training related to specific Policies has been completed.
- Ensure that updated Policies are fully implemented timely and as required, in line with guidance from the National Support Office (NSO).

**Student Outcomes:**

- Ensure that expectations of students' achievement are consistently high, led by the Campus Principal and modelled by all educators; including the setting of ambitious attainment and progress targets.
- Ensure the Campus upholds the importance and value of academic achievement and progress, and the development of self-directed skills for all students.
- Ensure an up-to-date analysis is maintained for academic progress and attainment, from all year groups, to identify achievement patterns. Including for the MAP Growth program.
- Ensure patterns of underachievement are promptly identified and that effective interventions are led by the Campus Principal at subject, teacher, and student-level to close gaps between students' potential and their current achievement.
- Through quality assurance, to ensure the Regional process for reporting student progress and outcomes to parents is implemented to the highest standard at the Campus.
- Ensure feedback systems provide students with the information they require to improve their performance, from formative and summative assessments.
- Provide a clear, concise, and accurate report of student progress to the CA Team and District/Regional principal, including the plan for next steps. At least every 120 days.
- Ensure implementation of Student Achievement Awards and that a high value is placed upon the Global House Cup.

**Management of Human Resources:**

- Ensure a model of distributed appraisal and line management for every member of the Campus team.
- To ensure every member of Campus staff participates in the development and appraisal cycle, aligned with the OSG Appraisal Policy.
- Work strategically with the Human Resources (HR) team to ensure appropriate and consistent methods for recruitment and selection of staff. Including compliance with the process for employment references, police checks, record-keeping, and the setting of OSG interview questions.
- Partner with the HR team, CA team and District/Regional Principal to ensure the timely and effective management of conflict, investigations, and disciplinary matters, aligned with HR policies, advice, and procedures. To ensure the DP/RP, RTL, and Lead CAs are kept updated.
- Apply the OSG Capability Policy and support measures, appropriately and consistently, in the event of unsatisfactory staff performance.

**Student Support:**

- Collaborate with the Campus and Regional Student Support team, to ensure the curriculum and Campus Provision is personalised and appropriate for students with the full range of additional needs. Including students who are identified as more able and most able.
- Ensure Regional and Campus statutory obligations are met, to the highest standard, for students with additional learning needs at the Campus, and routinely reviewed.
- Ensure a high standard of staff training in the areas of student need at the Campus, and that training is updated frequently, under advice from the Regional Student Support/Success team and external professionals.
- Ensure that external specialist reports relating to students' health and educational needs are fully translated into a provision plan for the student in school, with impact frequently reviewed.

- Ensure frequent communication is maintained with parents of students with additional learning needs, to enable parent participation in planning for educational provision. Including for transition into the Campus and transition into the workplace.

**Sustainability:**

- Work with the District/Regional Principal and CA Team to ensure Campus expenditure on staffing, learning support and curriculum resources is aligned with the allocated budget. Including scrutiny of the arrangements for relief/supply teaching.

**Regional Initiatives:**

- Lead strategic planning and communication for one or more Regional initiatives, if required.
- Contribute to OneSchool marketing and Public Relations activity as directed.

**Regional and Global Strategic Planning:**

- Under guidance from the District and Regional Principals, ensure the Regional and Global strategic plan is fully communicated to all Campus staff and stakeholders.

**Policy and Procedure:**

- Support, review and actively implement agreed OSG policies, procedures, and guidelines as appropriate to the role.

**General Duties:**

- Perform such other duties as may be requested from time to time, commensurate with the role.
- Uphold and promote the OSG ethos within all areas of responsibility.
- To contribute to, share in and promote the wider and longer-term vision of OSG.
- Promote equality, diversity and inclusion and demonstrate this within the role, adhering to the OSG Equal Opportunity Policy.
- Adhere to Workplace Health and Safety Policies and ensure all tasks are carried out with due regard to Health and Safety.
- Work with due regard to confidentiality and the principles of Data Protection, expecting others to do the same.

**Personal Duties:**

- Consistently model the OSG values.
- Set an example of positive personal integrity and professionalism, with positive, appropriate, and effective communications and relationships at all levels.
- Ensure high standards are maintained, progressed, and promoted in all areas of work.
- Undertake appropriate professional development and positively participate in the appraisal of own performance.
- Communicate and co-operate effectively and positively with specialists from outside agencies where applicable.
- Attend staff meetings as appropriate.

**Special Dimensions of the Role:**

- Freedom to travel to Regional meetings, including the need for overnight stays when required.
- Ability to attend out-of-hours meetings, from time to time, for parent consultation, stakeholder updates and Regional meetings.

**Safeguarding and Child Protection:**

OSG is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a 'safe recruitment process,' including the disclosure of criminal records and vetting checks, and provision of employment references.

We ensure that we have a range of policies and procedures in place which promote safeguarding, child protection and safer working practice across the school. This is in line with AU & NSW legal requirements. We expect all staff and volunteers to share this commitment.

## Experience

### Essential:

- Experience in a middle or senior educational leadership position.
- A successful teacher – able to understand and effectively manage the challenges of the classroom.
- Experience of the Regional Curriculum and Assessment framework.
- Experience of the application of Child Protection legislation in schools.
- Demonstrated success in endeavours to date.
- Experience leading a modern learning environment and modern learning techniques, including the use of various learning technologies.

### Desirable:

- Experience facilitating strategic and school improvement planning processes.
- Experience leading successful compliance with regulatory and statutory frameworks.
- Experience working in environments with high levels of community engagement.
- Experience working in a variety of schools, or with a broader range of professionals.
- Experience working in a fast-paced and dynamic environment.
- Experience leading change.

## Attributes for success

- Puts students at the centre and wants each to fulfill their potential.
- Delivers outstanding stakeholder focus.
- Develops effective positive relationships.
- Consistently conveys a professional, visible, and approachable presence.
- Has integrity and inspires trust.
- Supportive of those in need be they student, staff, or parent.
- Self-driven to succeed.
- Demonstrates resilience.
- Demonstrates diligence.
- Is a team player and has evidence of being so.
- Positivity and humility.

## Competencies

### Critical for Success:

- Adhering to principles and values.
- Understands and promotes the value of a true working relationship between the CA/Trustees and campus leaders and can generate an atmosphere of mutual respect.
- Able to make rational decisions and to carry them through; knows when to consult.
- Strong verbal communication skills with individuals, and groups, and an effective participant in meetings and in the leadership of meetings.
- Communicates in a timely, proactive, and responsive manner. Effective reporting up and down.
- Able to develop pride and loyalty to the school among staff, students, and the community.
- High expectations of staff and students and sets high standards.

- Leading and supervising.
- Able to hold others to account.
- An intent and perceptive listener.
- Strong writing skills.
- Delivering results and meeting stakeholder expectations.
- Well organised. Able to plan and implement in a systematic manner.
- Adapting and responding to change.
- Able to perform under pressure and to retain control in a crisis.