



AL-AMEEN COLLEGE

POSITION DESCRIPTION - PRINCIPAL

POSITION OBJECTIVE

The Principal is the Chief Operating Officer of Al-Ameen College (“the College”) and is directly responsible to the Board and its Chairman. The Principal is required to lead the College by upholding the College Vision, Mission, Core Values, Educational Philosophy and Goals within the Islamic Foundations of the College.

The Principal will operate within the College’s executive leadership structure as determined by the Board, to provide strong, effective educational leadership within the parameters identified in this position description. The Principal will have an in-depth knowledge of the ethos of the College and the principles by which it operates.

Within the context of the overall direction of the whole College, the Principal is responsible for:

- Establishing a management vision for the College.
- Exercising Islamic-like wisdom and discernment in leading staff, students and parents.
- Leading a College executive team that will cultivate and strengthen a positive teaching, learning and working environment for all staff and students at every level of operations.
- Working with the Business Manager to make operational decisions which support the whole College vision and ensure the smooth day to day operation of the College.

The Principal leads, develops and promotes the academic and creative reputation of the College in alignment with the College’s strategic direction. The role has overall responsibility for the professional leadership and management of the College, ensuring superior standards in teaching and curriculum design, learning delivery and compliance.

As an academic leader and mentor, the Principal must motivate, encourage and inspire the development of a strong, effective and efficient senior management and teaching team that operates ethically and with a clear focus on delivering outcomes for students and the College as a whole.

The Principal is responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe learning environment.

PRIMARY PURPOSE OF THE ROLE

To prepare all students for rewarding lives within the Islamic faith as engaged citizens in a complex and dynamic society by maximising the learning and wellbeing progress of every student every year. The Principal will inspire and motivate all students, staff and the College community and its partners, and set high standards for every student, staff and self. The Principal will create and sustain the conditions in which the values of Islamic education flourish, so that:

- Every student is known, valued and cared for in the College.
- Every student is engaged and challenged to continue to learn.
- All students have a strong foundation in literacy and numeracy; deep content knowledge; and confidence in their ability to learn, adapt and be responsible citizens.
- Students make a strong start in learning and experience successful transitions.
- Students finish school well prepared for further education, training and work.
- Staff are treated fairly, challenged, and led to focus on maximising outcomes for students.
- Our workforce is of the highest calibre.
- Community confidence in of our College is high.

REPORTING LINE

The Principal reports directly to the Board on the progress and achievement of all students and the overall leadership, management and improvement of the College, within state-wide guidelines and government policies.

KEY PERFORMANCE AREAS

Leadership of the College

- Leading and strengthening a positive culture consistent with the College's Mission Statement and the aims and objectives detailed in the Strategic Plan.
- Preparing and implementing business plans that respond effectively to the College's Mission Statement and the aims and objectives detailed in the Strategic Plan.
- Delegating effectively, inspiring and empowering teaching colleagues to contribute towards the leadership of the College and to reach their full potential.
- Ensuring that development priorities and plans are documented, reviewed and updated as necessary.
- Ensuring staffing resources are optimised to enable the College to achieve its objectives.
- Supporting and ensuring high quality teaching and learning.
- Coordinating the collaborative development of educational improvement priorities (e.g. curriculum planning, lesson planning, assessment, program review) with teachers and specialist teachers.
- Translating these priorities into effective operational plans to promote and sustain required improvements.
- Ensuring that these operational plans are reflected in performance management and appraisal processes.
- Ensuring that teachers are effectively supported, have adequate resources and that the quality of teaching is consistently high across the College.
- Ensuring that teachers have professional development opportunities available to them.
- Fostering a culture of individual achievement, supported by a robust process for monitoring progress in every student's learning and development.
- Understanding all Western Australian teacher registration requirements and translation of these into a creative, collaborative process embedded within the College's administrative practice.
- Maintaining a dynamic and caring connection across the College through regular classroom practice.

Leading Teaching and Learning

- Responsible for leading, developing and evaluating the quality of teaching and learning in the College within a positive culture of challenge and support.
- Ensuring processes are in place for regular curriculum and program review.
- Supporting individual teaching styles and initiatives within the overarching values and accountabilities of the College.
- Actively and pro-actively enhance the quality of teaching and learning.
- Analyse and evaluate available data on student performance and take appropriate action to improve teaching and learning outcomes.
- Oversee curriculum development, curriculum review and balance of curriculum in line with the College Curriculum Evaluation Policy.
- Keep abreast of developments in Digital Learning Technologies and actively promote use by teachers in the classroom.
- Oversee assessment and reporting.

Enrolment of Students

- Initiate the Interview process of prospective students and their parents for enrolment suitability according to the College Enrolment Policy.
- Offer placements to students according to the Enrolment Policy.
- Liaise with parents regarding enrolment of students with special needs and ongoing wellbeing of the students.

Pastoral Care

- Maintain a wholesome spiritual and emotional atmosphere that will characterise the school as an Islamic College.
- Encourage involvement of staff and students in missions, charities and service to the needs of others.
- Take a caring interest in the students and staff, and a supervisory role in the maintenance of standards and general discipline of students.
- Oversee the implementation of the Behaviour Management Policy and associated staff and student welfare policies, and empower class teachers, and teaching staff to enforce this policy.

- Ensure students with special needs – educationally, physical emotional and spiritual, receive appropriate counselling and remedial support.
- Counsel parents and students involved in serious breaches of discipline or emotional trauma.
- Ensure that the College Policies are upheld.

Human Resources and Developing Staff

- Supporting and challenging all staff to achieve the high standards expected by the College through effectively managing staff performance and conduct.
- Foster strong positive relationships between other like-minded schools, including participating in the Association of the Heads of Independent of Australia (AHISA).
- Take responsibility for, and be directly involved in, the appointment of teachers in accordance with the College's Employment policies and practices, and work collaboratively with the Board in the appointment of full time staff.
- Recommend the hiring, rewarding, disciplining, terminating, and remuneration of College employees except for him/herself, in direct consultation with the Board and in accordance with policy and/or approved budgets.
- Induct, supervise and evaluate performance of all staff in accordance with College policies and practices: provide counselling and assistance as indicated; recommend appropriate action in cases of substandard performances; identify and encourage individual teachers and support staff with leadership potential.
- Ensure written communication of employment details to teaching and non-teaching staff occurs annually, or more often as required, in consultation with the Business Manager.

Professional Development

- Regularly attend Professional Development Training Seminars to keep abreast of current educational trends.
- Ensure that all staff actively engage in appropriate Professional Development and facilitate staff attendance at professional development activities.
- Keep up to date with current educational thought and practice.
- Implement the Professional Learning and Development Policy.

Leading Improvement, Innovation and Change

- Embed a culture of continuous improvement which is based on research and data, evidence-based strategies and evaluative thinking.
- Lead planning, implementation and evaluation processes and successfully manage change to achieve innovative solutions and sustainable school improvement, building on strong foundations of trust and collaboration.

Engaging and Working with the Community

- Embrace a culture of inclusion and high expectations for all.
- Collaborate and partner effectively with other schools and the wider community to provide a positive education environment in which all students thrive.
- Value and leverage the richness and diversity of the College community, foster understanding of and respect for all people, histories, culture and languages.

POSITION REQUIREMENTS

Qualifications and Experience

- Relevant qualification in school leadership recognised in Australia.
- Senior management or leadership experience in a school setting.
- Demonstrated leadership ability in contributing to the strategic direction of a school.
- Demonstrated experience in appointing and mentoring senior staff and leading a multi-cultural team.
- Familiar with an environment of reporting and seeking feedback from the Board.

Personal attributes and skills

- Demonstrated high level written and oral communication skills engaging with all stakeholder groups.
- Demonstrated ability to apply knowledge to complex educational activities.
- Demonstrated high level cognitive and IT skills.
- High level skills in managing own time; setting priorities; and organising own work plus work of others
- High level skills in exercising appropriate judgement and decision making regarding the organisation of work within daily routines and organisational priorities.

- Ability to operate independently using initiative in dealing with peak demands in a team environment including a preparedness to be adaptable and willing to assist in other areas as required.

Employment requirements

- WA Working With Children Clearance (WWCC).
- Satisfactory national police check.
- Digital Vaccination Certificate