

3.3

POLICY

RESPONSIBILITIES OF THE PRINCIPAL

"To live, learn and love with Jesus, being the best we can be"

The Principal is the professional leader of the school and works in partnership with the Board of Trustees. As the Board's chief executive the Principal shall lead from the front in ensuring that any and all practices, activities or decisions are ethical, lawful, prudent and which are consistent with the Board's Charter or expressed values or commonly held professional ethic.

The Principal is responsible for overseeing the implementation of board policy.
(Refer to Governance Policy 8 - The Relationship between the Board and the Principal Policy).

The responsibilities of the Principal will include:

1. Meet the requirements of the current job description
2. Meet the requirements of the Principal's Professional Standards
3. Act as the education leader of the school
4. Manage the school effectively on a day-to-day basis within the law and in line with board policies
5. Develop an Annual Plan in line with the board's Strategic Plan and seek approval from the board by 1 March each year
6. Implement the (annual) operational plans and give priority to the school's annual targets.
7. Use resources efficiently
8. Put good employer policies into effect
9. Approve staff attestation for salary increments
10. Allocate pay units for management positions
11. Oversee teacher appraisals and staff professional development
12. Hire, deploy and terminate relieving and auxiliary staff positions
13. Be a good steward of the assets (financial and property)
14. Communicate with the community on operational matters
15. Keep the Board informed of information important to their role
16. Report to the board on the compliance with their policies
17. Organise operations within the boundaries of prudence and ethics established in board policies on Operations
18. Act as Protected Disclosures Officer and ensure procedures are in place to meet the requirements of the Protected Disclosures Act 2000." [see STA Link 2001/01]
19. Appoint, on behalf of the Board, the Privacy Officer and EEO Officer.

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