

Yirralka Education

Position Description: Principal

Job Title	Principal
Job Type	Full Time Position
Salary Classification	Principal (Non-contract Principal - PL1) PL1 – \$131,754 and negotiable upwards depending on qualifications and experience. Generous employment and remote incentive conditions are included, details available on request.
School/Entity	Mäpuru Yirralka College
Responsible to	Yirralka Education Board
Date advert closed	Remains open until filled
Start Date	January 2021

Yirralka Education vision: ‘self-determined lives of dignity on ancestral estates’.

Primary objective

The Principal plays a vital role in co-developing and implementing the strategic plan of Yirralka Education. As the leading educational professional, the Principal inspires and engages students, staff and community members to optimise the learning of all students, by supporting the professional learning of all staff, while providing strong stewardship of all Mäpuru Yirralka College [the College] resources.

Context statement

Mäpuru Yirralka College is located in East Arnhem Land in the very remote homeland of Mäpuru. The College provides education to approximately 50 students from Preschool to Year 10 and is governed by Yirralka Education Ltd, a company that enables Mäpuru elders, families and custodians to provide educational facilities and programs for their children and other community members.

The College implements an educational model that embeds strong community driven, bi-cultural, bi-lingual and bi-literacy programs into education that takes place on Yolŋu land. The school listens closely to all community members and the Wobulkarra, Guyamirrili, Ritharrŋu, Ganalbiŋu, Munyuku, Liya-lanmirr Gupapuyŋu land custodians and their families who together form Yirralka Education.

All students speak Djambarrpuyŋu as a first language and are learning to speak English as an additional language. The Yirralka Education vision drives all priorities, including focusing on relational multi-generational learning; adding depth to students’ identity through learning on and about ancestral estates; valuing ancestries; promoting academic achievement in literacy and numeracy; and co-creating pathways to working together as engaged community members for economic and community development, and employment.

Key Responsibilities

The Principal is accountable to the Yirralka Education Board [the Board], their delegates and works in co-leadership with the Yolŋu Principal.to;

1. Lead the implementation of Yirralka Education's vision for the learners in its College, with a focus on a shared respectful culture of co-leadership between the Principal and Yolŋu Principal in a manner which allows Yolŋu team members to work from their cultural authority.
2. Lead and resource the implementation of a rigorous, broad bi-literacy and bi-cultural education program that cognitively challenges and sets high expectations for both students and teachers to drive effective teaching and student outcomes towards Yirralka Education's vision in compliance with Australian and Northern Territory Government curriculum.
3. Lead and guide the strategic direction of the college through the development, implementation and evaluation of the Mäpuru Yirralka College Strategic Plan in collaboration with the Board. This includes: strengthening partnerships with the Board, Mäpuru community and other agencies to achieve quality educational outcomes, managing the school's resources and implementing clear evidence-based improvement plans and policies.
4. Lead the recruitment and induction of College staff.
5. Establish expectations for all staff to achieve high standards and build their capacity through performance management and professional development.
6. Develop relationships with elders, families and community to ensure the College continues to thrive as a vibrant rich school, maintaining its value to the wider community.
7. Be a strong, flexible teacher and be able to teach all year levels if required.
8. Manage the financial operations of the College.
9. Report on the operation of the College to the Board, NT and Australian governments.
10. Work with other principals, AISNT, DoE and NTCS, to support the development of Aboriginal education services and resources at a regional and system level.

Responsibilities and Duties

In meeting these key responsibilities, the Principal is specifically required to do the following with respect to:

1. Governance

- Collaboratively lead the development, implementation and evaluation of the *Yirralka College Strategic Plan [Strategic Plan]* and for the effective operation of the College in line with the *Yirralka Education Strategic Priorities*.
- Develop and implement strategies for regular input and consultation with parents.
- Contribute to, develop and ensure all Yirralka Education policies and procedures are implemented.
- Attend all Board meetings in an advisory, ex-officio, non-voting capacity.
- Advise the Board in relation to staff requirements and utilisation, as required.
- Provide financial and other information as required to the Yirralka Education Board.

2. Compliance and reporting

- Oversee and complete all compliance and reporting requirements.
- Manage and oversee Work, Health and Safety, and Risk Assessment and Management procedures and matters.

3. Cultural safety and wellbeing

- Oversee and facilitate the *Yirralka Education Cultural Safety Policy* and procedures to ensure the cultural safety of all staff, students and Mäpuru community members in relation to College operations, programs and activities.

4. Staff and human resources management

- Employ and deploy staff to adequately meet teaching, administration and maintenance needs within the policy and resource constraints of the College as determined by the Board.
- Implement performance management policies and procedures for all staff.
- Advise, facilitate and provide induction and ongoing professional development/learning opportunities for all staff, ensuring clear links between performance management and professional development, and alignment of professional development with the Strategic Plan and unique needs of the College, with particular focus on bi-cultural, bi-lingual, bi-literacy and *English as an Additional Language* [EAL] education.
- Support non-Indigenous staff to learn about Yolŋu culture and Djambarrpuyŋu language, and Yolŋu staff to learn about Western culture and English.
- Support all staff to develop intercultural understanding, skills and strategies for building relationships with students in both the classroom and the broader Mäpuru contexts.
- Ensure all College staff and other employees have read and/or understand, and abide by, the *Yirralka Education Code of Conduct*.
- Encourage and support College staff to work as a cohesive team who support each other and are committed to the Yirralka Education vision.
- Support and facilitate College employees to care for each other and students in the school, classroom and community contexts.
- Encourage and facilitate non-Indigenous staff members to be involved with their Mäpuru families after working hours e.g. learning Djambarrpuyŋu language and kinship, weaving, hunting together etc.

3. Educational leadership and programs

- Work with the Board and College Council to ensure that the College is effectively managed as an educational institution.
- Initiate, supervise and coordinate curriculum development and planning for the College to achieve the Yirralka Education vision and to meet students' needs and government requirements.
- Oversee curriculum implementation through facilitating the planning, development, implementation, moderation, regular review and evaluation of quality bi-cultural, bi-lingual, bi-literacy and teaching *English as an Additional Language* [EAL] educational programs.
- Ensure and facilitate the maintenance, development and ongoing evaluation of pedagogies and practices that enable the Yolŋu teachers to retain and strengthen their teaching practice and maintain student progress through staff turnover.
- Support teaching staff to learn from each other and to work effectively as teaching teams.

- Oversee evidence-based assessment of student learning, progress and achievement and consistent record-keeping.
- Support classroom teachers to provide safe, effective and productive teaching and learning environments and to value the wellbeing and achievement of students as evidence of this.
- Teach as required.

5. Student wellbeing and behaviour management

- Work closely with the Chaplains, staff, families and students to sensitively manage and ensure student safety, wellbeing and meaningful engagement in educational programs.
- Seek guidance from the Chaplains and Yolŋu staff in all matters concerning student wellbeing and behaviour management.

5. Financial management

- Oversee and manage the financial operations of the College and liaise with the Board about financial matters.
- In consultation with the College Council and Board, develop and manage the annual College Budget, within the constraints of strategic and business plans.
- Willingly search for creative solutions including productive partnerships and community enterprises to ensure financial stability and sustainability of the College.
- Provide information as required to the Board and the government.

6. Facilities and resources management

- Supervise the smooth operation of essential services on all College sites, including staff accommodation.
- Oversee and facilitate all capital works, repairs and maintenance of Yirralka Education and College facilities including school buildings and staff accommodation, vehicles, equipment and resources, and the management of contracts and contractors.
- Together with the College Council and Board, seek opportunities for College facilities to be used for intergenerational and wider community educational purposes.

7. The wider community

- Exercise delegated authority on behalf of the Board in all forums including liaising with service providers, professional associations, other relevant entities and persons in the wider community in the interest of the College community.
- Together with the Board, maintain regular contact and liaise with NT and Australian Government departments and agencies in relation to College operation.
- Together with the Board, maximise opportunities to access a range of government, further education, training and independent provider programs and resources to achieve the Yirralka Education vision.
- Maintain regular contact with, contribute to and obtain input from educators in the fields of EAL, bi-cultural, bilingual and bi-literacy education.
- Liaise with elders, country custodians and authorities, extended families and relevant education and other organisations to provide a rich, engaging education for students that is embedded in Yolŋu authority.

8. Communication

- Arrange and facilitate regular meetings with the College staff to ensure the smooth running of the College.
- Communicate frequently with all staff, parents and students with the aim of promoting information flow, teamwork, transparency, cohesion and harmony within the College, and between the College and wider community.
- Engage deeply with staff and students in all facets of the College community life, including classroom activities, after school activities and life at Măpuru.
- Facilitate regular opportunities for face-to-face connections and communication between College staff and Măpuru community members.

Operate as a member of broader Principal groups including involvement in the biannual AISNT meetings.

9. Partnership with elders and custodians

- Maintain and further develop ongoing partnerships between elders and custodians, as guided by the College Chaplains, Yolŋu Principal and College Council to inform the depth of your work as the Principal of Măpuru Yirralka College and to develop a unique connection with the extended family groups of Măpuru.

10. General

- Any other duties as agreed, from time to time, in writing between you and the Yirralka Education Board through the Chairperson

Support and mentoring

- As the Principal's position is accountable to the Board for the key responsibilities outlined in this Job Description, the Board is equally accountable to the Principal to provide support and mentoring as the need arises.
- If considered to be in the best interests of the College, students, staff and College community, the Board may, during discussions with applicants or following appointment, delegate authority to a suitably experienced person(s) to mentor and support a prospective or appointed Principal. The level of support and mentoring recommended by the Board would be proportionate to the skills, experience and demonstrated ability of the Principal to successfully manage the responsibilities and duties detailed above.

Selection Criteria: Principal

Essential

- Demonstrated experience and leadership in the development of teaching and learning in bicultural, bilingual, bi-literacy and EAL and numeracy programs to Aboriginal or newly arrived Australian learners in a school environment, and integrating teaching with practical learning experiences.
- Qualifications related to the broad role of Principal at Mäpuru Yirralka College such as in EAL/D, Bilingual Education or Educational Administration/Leadership.
- Proven ability to build the capacity of self, others and high performing teams.
- Demonstrated strategic leadership in partnership with a Governing Board and/or School Council to achieve school operation and improvement.
- Demonstrated ability to administer and manage the reporting and compliance requirements required by the College.
- Demonstrated ability to administer and manage physical, financial and human resources (staff and contractors).
- Demonstrated ability to build a shared culture of high expectations, while developing and maintaining effective interpersonal and intercultural relationships within and beyond the school community.
- Demonstrated deep respect for Aboriginal cultures and the ability to work alongside and take direction from Aboriginal teachers and elders.
- Registration with the Teacher Registration Board of the Northern Territory.
- Current Working with Children (Ochre) Card and recent criminal history check
- Current manual Drivers Licence
- Current First Aid Certificate
- 4WD experience and/or training (or willingness to obtain training)

Desirable Criteria

- Demonstrated capacity for resourcefulness, creativity, sustainability and wisdom in relation to living in a regional and/or remote context.
- Demonstrated strong communication, interpersonal and conflict resolution skills in an intercultural context.
- Sound ICT competence in MS Office and student management systems.
- Experience of *Learning On Country* or similar programs.
- A good understanding of a Yolŋu language and/or completion or willingness to complete the CDU 'Introduction to Yolŋu Language and Culture' (or equivalent) course.
- Understanding of bicultural, bilingual and bi-literacy learning theories.

Qualifications

- Teaching qualifications
- Registration with or eligibility for registration with the Northern Territory Board of Teacher Registration
- EAL and/or bilingual education qualifications