

JOB DESCRIPTION

Job Title	School Principal		
Job Grade	EES		
Reporting To :	HR Manager		
Division Region :	NBPOL	Company :	
Dept / Function :	HR Department	Location:	Mosa, WNB
Prepared by :	HR Manager	Date :	03/06/2019
Approved By :		Date :	

A. Job Purpose : *Brief summary of the job – why the job exists*

GUIDE

- What is the critical / main objective of the job?
- Describe relevance of the job to Org/ Div/ Dept/ Unit/ Section

The purpose of the position is to provide the following:

Administrative Leadership:

To develop and maintain a professional standard in all aspects of management.

Educational Leadership:

To promote "best practice" in education for each individual and group in an atmosphere of mutual respect.

Interpersonal Leadership:

To recognize and encourage the qualities and talents of each individual and group of stakeholders in the provision of educational opportunities for the students at New Britain International School (NBIS).

Cultural Leadership:

To support and encourage all individuals and groups in the values and aspirations of the school community in a safe, caring and stimulating environment.



B. Key Accountabilities : *Please list in brief and concise statements the key accountabilities of the job*

GUIDE

- State the impact of the job in terms of size or width of job scope in terms of revenue; assets; budget authority; programs; projects; no. of departments; no. of companies; no. of entities; no manpower coverage
- State how the job impact the achievement of Org/ Div/ Dept/ Unit/ Section
- Describe the accountability limits the job

1.	Management and Administration: <ol style="list-style-type: none"> 1. Ensure that the school follows the procedures of the Company and the School Board. 2. Ensure that the school provides a clear budget based upon educational needs of the students and can run within it. 3. Ensure that school has clear procedures and the school complies to the NSW syllabus.
2.	Staffing: <ol style="list-style-type: none"> 1. Lift the standard of staffing within the school
3.	Teaching Practices: <ol style="list-style-type: none"> 1. Teaching and assessment is in line with current NSW curriculum. 2. Ensure that all staff members are using the same planning formats.
4.	Resources: <ol style="list-style-type: none"> 1. Ensure the school has adequate and appropriate educational, sporting and support resources.
5.	School Environment <ol style="list-style-type: none"> 1. Ensure a healthy and safe environment conducive to learning.
6.	Community Relations <ol style="list-style-type: none"> 1. Foster and develop close links with parents and community

C. Qualifications, Skills & Knowledge

Educational Qualification	<ul style="list-style-type: none"> • Bachelor of Education • Diploma of Education
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Plantation

Job Description

C. Qualifications, Skills & Knowledge	
Relevant Experience:	<ul style="list-style-type: none"> 10 years' Experience in Senior Teaching level.

D. Key Dimensions	
<i>(E.g.: No of direct report/ indirect report/ authorization limit/ OPEX/ Financial Data)</i>	
Key Dimensions	<ul style="list-style-type: none"> Direct Reports: <ul style="list-style-type: none"> Teachers Teacher Aids Auxiliary staff Administration Staff

E. Working Relationships	
<u>GUIDE</u> <ul style="list-style-type: none"> Describe the types of interaction with the job, e.g. Org/ Div/ Dept/ Unit/ Section / External parties Include the frequency of the interaction 	
Internal	<ul style="list-style-type: none"> Working with the school Board. Works in liaison with HR on Recruitments and Employment Works with the Finance Department on budgeting and finances Works with the Clinic on Children's health Works with the Parents of students Company for developments and maintenance Estate Section for Grass cutting and Rubbish
External (Third party)	<ul style="list-style-type: none"> Works with the Education department of Papua New Guinea Works with the New South Wales Curriculum board Works with the Naplan Test centre Works with the Selections and PNG Parents within the vicinity of the school Materials Suppliers of the school



F. Mini Organisation Map

