

	Position Title: Principal		Team: Berry Street School		Region: Central
	Supervisor: Director of Education	Delegations and Authorities: In Line with Delegations Policy	Band: E	Date Completed: October 2018	

ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS	ROLE CONTEXT
<p>All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.</p> <p>Berry Street chooses to work with children, young people and families with the most challenging and complex needs. We work across metropolitan, regional and rural Victoria.</p> <p>To achieve our Vision, Berry Street delivers a wide variety of programs, from those aimed at strengthening families and communities through to those that focus on helping people recover from the trauma of violence, abuse and neglect.</p> <p>We also engage government, other community organisations and the general public in child-focussed advocacy and knowledge sharing.</p>	<p>The Berry Street School is a specialist independent school consisting of four campuses based in Ballarat, Morwell, Noble Park and Shepparton. The Berry Street School adheres to standards set by the Victorian and Federal Governments and offers an adaption of the National Curriculum for years 7 -10 and the Victorian Certificate of Applied Learning. Many students referred to our School have experienced trauma and disrupted attachment as a result of neglect, abuse, violence or being witness to family violence. As a result, most have significant gaps in academic achievement and have either stopped attending or been excluded from mainstream education settings.</p> <p>The Berry School works from our model of Trauma-Informed Positive Education which encompasses a structured vision of wellbeing in the School community including the support of education case management for each of our students. All students have an individual education plan encompassing holistic support offering intensive literacy, numeracy and personal development programs.</p> <p>The Principal will operate across four school campuses and need to be able to lead within both an educational and welfare based setting that works with some of the most vulnerable and marginalised young people in Victoria. The Principal will be required to travel regularly to all four campuses of the school to provide educational leadership and support to School staff.</p> <p>The Principal will lead the operation and development of the school within Berry Street and need to work closely with regional leadership teams.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: To be the best we can be and to never give up</p> <p>Integrity: Expect a personal and organisation commitment to honesty</p> <p>Respect: Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p>Accountability: Be responsible for our own actions</p> <p>Working Together: Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p>	<p>The Principal of the Berry Street School reflects our commitment to excellence in educational leadership and management as a key factor in school improvement. The primary objectives of the role are to:</p> <ul style="list-style-type: none"> • Lead the School in achieving its strategic and educational objectives • Ensure the delivery of a comprehensive curriculum across all campuses • Develop and maintain productive relationships with campus & regional staff • Ensure that the School operates within its allocated resources.
	REPORTING RELATIONSHIPS
	<p>This role is based at our Central Richmond Office.</p> <p>This role reports to Director of Education who will provide supervision and review. This role has six direct reports – five Assistant Principals and one Program Manager. The Principal will lead the cross-campus leadership group as well as participate in the Berry Street Board School Sub-committee.</p>

EXPECTATIONS

- Conduct oneself in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together.
- Have a demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
- Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women.
- Berry Street is committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street is also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities.

KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE

- Excellent written and oral communication skills (including public speaking, presentations and facilitation skills).
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies.
- Demonstrated ability to foster a safe, purposeful and inclusive learning environment, and the capacity to develop constructive and respectful relationships with staff, students, parents, regional colleagues and other stakeholders.
- Demonstrated capacity to lead, manage and monitor the school improvement process through a current and critical understanding of the learning process and its implications for enhancing high-quality teaching and learning in every classroom in the school.
- Demonstrated ability to lead the implementation of the Berry Street School Trauma-Informed Positive Education model in a setting where students present with complex needs, including:
 - Trauma-informed Teaching and Learning approaches
 - Wellbeing and Positive Psychology interventions in schools
 - Academic rigour and differentiated high expectations for all students.

QUALIFICATIONS AND OTHER REQUIREMENTS

- A minimum Bachelor level qualification in Education/Teaching.
- Minimum four-year trained and have provisional or full registration from the Victorian Institute of Teaching.
- Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

DESIRABLE

- An approved special education qualification.
- A Masters of Education.
- Experience working within a multi-campus school.
- Demonstrated expertise in Berry Street's trauma-informed positive education approach.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Direct Service Delivery	<ul style="list-style-type: none"> • Leadership of teaching and learning across the school campuses. • Leadership in Strategic Planning and the development and implementation of Annual School Improvement Plans. • Leadership of staff through change processes aimed at improving student educational outcomes. • Supervision of Assistant Principals with respect to their local leadership and management of their school campus. • Maintain working relationships with Independent Schools Victoria (ISV), DEECD and DHS.
Administration	<ul style="list-style-type: none"> • Leadership of regular school meetings. • Maintain working relationships with Independent Schools Victoria (ISV), DEECD and DHS. • Take responsibility for the development and monitoring of the school budget. • Develop and implement clear budgetary processes that support campus operations.
Program Development	<ul style="list-style-type: none"> • Development of consistent curriculum programs across the campuses. • Contribute to the further development of the Berry Street Model of Education – Trauma-Informed Positive Education. • Development, implementation and monitoring of School key performance indicators. • Responsibility for the development and implementation of staff professional development programs. • Implementation of a Teacher Appraisal process for teachers, focussing on the Australian Teacher Standards. • Development of a program aimed at developing the leadership capacity of teachers. • Work collaboratively with regional leadership teams to develop and promote the Berry Street School. • Development of partnerships that support whole school initiatives.
Other	<ul style="list-style-type: none"> • Lead policy development and implementation that ensures appropriate consistency across campuses. • Work with the Berry Street Quality team to ensure regular review of policy and processes. • Attend Independent Schools Victoria and other briefings as required and work with key staff to ensure compliance across all campuses.

CONDITIONS OF EMPLOYMENT

1. This position may be required to work additional hours as necessary, in accordance to terms and conditions of the contract of employment.
2. You will initially be employed at our Central Richmond Office. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. Terms and conditions of employment are in accordance with the contract of employment. Salary packaging up to \$15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.
4. The remuneration for this position is to be negotiated. The value of the salary can be increased through salary packaging.
5. This position is inclusive of an annual motor vehicle allowance of \$10,500 (full time equivalent). This allowance is all inclusive for motor vehicle costs incurred during employment with Berry Street, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes.
6. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
7. The successful applicant will be required to undergo satisfactory pre-employment checks, including 3 professional referees, a pre-employment health declaration, a criminal records check and proof of identify and qualifications.
8. The successful applicant will initially be employed for a probationary period of 5 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
9. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However, failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
10. Berry Street has a smoke-free workplace policy.



Thrive, Achieve, Belong.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Regular
	Work in unstructured environments (e.g. outreach).	Regular
	Work office hours with the possibility of extended hours.	Regular
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey.	Daily
	Sit at a computer or in meetings for extended periods.	Daily
	Work in an environment with competing demands.	Daily
	Present at court and other jurisdictions.	Occasional
People Contact	Liaise with government, non-government and community organisations.	Daily
	Work with clients who may have a physical or sensory disability.	Regular
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Occasional
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Occasional
	Undertake training and professional development activities.	Regular
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular