



# BRAEMAR COLLEGE

## PRINCIPAL POSITION INFORMATION FOR APPLICANTS

If you are interested in the position email your resume to Diana Wolowski at Edstaff  
[diana@edstaff.com.au](mailto:diana@edstaff.com.au) by Monday 15 June 2009



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## The School

Braemar College is a co-educational ecumenical school located in Woodend, about 70 km north-west of Melbourne (50 minute drive from the CBD). The College caters for students from Years 5 - 12, and has approximately 750 students from over 550 families.

The school has a new Strategic Plan in place and the need for an additional campus for primary schooling and a specially designed Year 9 program has been signalled as a priority for the College. Student numbers are currently capped at around 775 students.

The school is structured on a stages of development model based around middle years (Students in Years 5-9) and senior years (students in Years 10-12). Currently students in Years 5-6 are located in a typical primary classroom environment and students in Years 7-12 in a secondary environment. Plans are to develop a second campus in Woodend and grow the school as a P-12 provider.

[www.braemar.vic.edu.au](http://www.braemar.vic.edu.au)

## Position Overview

The Principal position beginning in January 2010 presents an exciting opportunity for a talented and energetic educator to make a significant contribution to the future development of the College

### Accountabilities

In achieving the College vision and mission the Principal is accountable for:

- implementing the Board's policies, resolutions and decisions
- the proper conduct and management of the College.

### Responsibilities

#### Leadership

The Principal, under the general control of the Board, is responsible for:

- providing strategic advice to the Board
- providing policy and operational advice to the Board
- building and leading an effective Leadership Team
- establishing a culture of high expectation and high achievement
- promoting the aims and interests of the College and enhancing its standing and reputation in the community
- monitoring educational, political, economic and social developments and trends likely to affect the College
- growing the school in line with the school's mission and vision

## Management

The Principal is responsible for:

- overseeing the internal organisation of the College and its day to day affairs.
- managing and monitoring the implementation of the school's Strategic Plan and Board policies
- ensuring the school's curriculum, teaching and welfare programs are meeting the needs of students
- the selection, appointment, management, development, appraisal and dismissal of staff (excepting the Director of Finance and Corporate Services who will be appointed by the Board in consultation with the Head)
- establishing systems and processes for enrolment, control, pastoral care, discipline and exclusion of pupils
- building effective decision-making and middle management process and structures
- monitoring the effectiveness of the school in promoting student learning and wellbeing
- reporting school achievements to the Board, parents and the broader community

## Key Selection Criteria

The successful candidate will be expected to meet the following selection criteria:

- A record of achievement and experience at senior management level – encompassing strategic planning, policy development, program implementation and review and people management (team building).
- Demonstrated capacity to effectively optimise the school's financial, physical and human resources through sound management practices and organisational systems and processes that contribute to the implementation of the school's vision and goals.
- Outstanding interpersonal and written and oral communication skills, including the ability to liaise and negotiate with internal and external stakeholders, to influence and inspire colleagues and to develop constructive and respectful relationships with staff, students, parents 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 capacity to manage change, develop school facilities and manage the expansion of the school onto a new campus and grow the school in line with the school's mission and vision.

An extremely attractive remuneration package will be made available to the successful applicant.

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If you have any queries contact Edstaff on  
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