

Principal

STATEMENT OF DUTIES

MAY 2024

Number	Generic
Portfolio	Schools and Early Years
Branch	Specified Learning Service
Section/Unit/School	Specified School
Supervisor	Director Principal Leadership
Award/Agreement	Principals Agreement 2023, Teaching Service (Tasmanian Public Sector) Award
Classification	Band 3A Level 1 to 6
Employment Conditions	<p>Permanent/Fixed-term, Full-time/Part-time Up to 70 hours per fortnight, 52 weeks per year including approximately 11 weeks annual leave taken during school holiday periods.</p> <p>A school based Principal is assigned duties at a particular school and may be assigned duties at an alternative school based on their assigned (substantive) classification.</p>
Location	Specified school

Primary Purpose

To lead and direct the educational program and administration of a school in accordance with appropriate Acts, Regulations and guidelines.

Level of Responsibility/Direction and Supervision

Responsible for the effective and efficient management of the school.

Required to lead a shared educational vision focused on providing quality learning outcomes for all students.

In addition to leading the school and associated operations, Principals are expected to take a leadership role in the broader Schools and Early Years portfolio and with general corporate arrangements.

The Principal receives advice and guidance from the Improvement Consultant, together with direction from the Supervisor.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

In the delivery of the department's activities, the occupant must ensure that:

- Within the occupant's area of organisational responsibility, appropriate strategies are in place to minimise the risk of fraud; and
- Decisions and actions are made ethically and with integrity, on the basis that such is lawful and reasonable, based on an objective standard; and
- Decisions and actions promote a culture that upholds the rights of children and young people, to keep them at the centre of the Department's work, and protect them from harm.

Primary Duties

1. Ensure that the school provides an educational program which is consistent with the policies of the Department and the requirements of the Office of Tasmanian Assessment Standards and Certification.
2. Ensure that the curriculum taught and the learning environment provided are appropriate to the needs of students, given the available resources.
3. Direct and supervise teaching and support staff.
4. Provide for the well-being and safety of students and staff.
5. Manage the school in order to make the most effective use of materials and staff.
6. Be responsible for and actively involved in the professional development of staff.
7. Develop appropriate school community relations.
8. Promote educational continuity from kindergarten to tertiary level.

9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
10. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Teaching competence and capacity to lead the development of high quality teaching and learning leading to the achievement of optimal learning outcomes for all students.
2. Capacity to use strategic and innovative thinking and planning to create a vision and be accountable for the future of the school and its ongoing improvement.
3. Excellent interpersonal skills and the capacity to develop and sustain productive relationships and partnerships with staff, students, parents and the broader community.
4. Capacity to manage efficiently and effectively, and be accountable for human, financial and physical resources in order to achieve the strategic vision and goals of the Department and school.
5. Capacity to develop and maintain a supportive and inclusive school culture and practice based on ethical values and behaviours.
6. Ongoing commitment to the Principal's individual learning and development reflecting an understanding of contemporary national and international educational and leadership trends that impact on education generally and schooling in particular.
7. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

- In accordance with section 106 (a) and (b) of the *Education Act 2016*, all Principals must be a registered teacher with full registration within the meaning of the *Teachers Registration Act 2000*.
- Satisfactory completion of the School Leadership and Management Prerequisites (SLMP)

Desirable

- Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State*

Service Principles. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 973874 – Deputy Director Strategic Recruitment and Payroll
Operations – DATE
Request:
Date Duties and Selection Criteria Last Reviewed: 06/24 SW
