

OLYMPIC VILLAGE CAMPUS PRINCIPAL

CLASSIFICATION: AP2

START DATE: JANUARY 28, 2022

TENURE: 4 YEARS

REPORTS TO: COLLEGE PRINCIPAL

PLEASE NOTE: IT IS LIKELY THAT THIS ROLE WILL HAVE A SMALL TEACHING COMPONENT

The **Campus Principal** reports directly to the college principal. The Campus Principal will have primary responsibility for the management of significant areas or functions within the school to ensure the effective development, provision and evaluation of the college's education program. In exercising the responsibility, the campus principal will have the authority to make all reasonable and relevant decisions relating to the program, budget and staff relating to their area of designated responsibility within the framework of the school's strategic plan, policies and budget. The campus principal will also contribute to the overall management of Charles La Trobe College through involvement in policy formulation and decision making.

The management of the Olympic Village Campus will involve the Campus Principal being involved in the analysis of the needs of students and the translation of state educational policy and frameworks into appropriate education programs to meet the needs of all students.

The Campus Principal will be responsible for the effective use of the teaching staff and program budget relating to the Olympic Village Campus operation and leadership of the educational programs provided utilising these resources.

The Campus Principal will be a critical member of the *College Principal Executive* and be expected to deliver outcomes on college-wide and campus-specific initiatives and improvement plans.

RESPONSIBILITIES

Typically, assistant (campus) principals perform one or more of the following functions:

- supervision and coordination of the work of senior curriculum or level coordinators;
- allocation of budgets, positions of responsibility and other resources within the area of responsibility;
- supervision of the delivery of teaching programs;
- management of programs to improve the knowledge and experience of staff;
- responsibility for general discipline matters beyond the management of classroom teachers and year level coordinators;
- contribute to the overall management of the school;

SPECIFIC DUTIES

Key responsibilities of the Olympic Village Campus Principal are:

- Responsibility for the management and daily operation of the Olympic Village Campus
- Responsibility for Olympic Village Campus OHS.
- Implementation of strategies to support the college to meet the goals of the School Strategic Plan (SSP) and Annual Implementation Plan (AIP).
- Coordination of the teaching and education support teams at Olympic Village Campus to ensure consistent teaching practice and implementation of school policy and protocol, including implementation of Performance Development Plan (PDP) processes.

- Formulation and implementation of educational programs, including additional support and intervention for at risk and vulnerable learners consistent with the college.
- Development, review and implementation of curriculum, assessment and reporting protocols consistent with the college.
- Facilitation of professional learning and development to promote high quality/effective teaching.
- Coordination of educational programs and accountability process for students with a diagnosed disability/PSD funding, in out of home care and or ATSI including:
 - funding applications and review,
 - referral to SSS services via SOCS,
 - termly Student Support Group meetings
 - formulation of individual learning plans and behaviour support plans (BSPs as required).

This work must be consistent with college processes and follow college policy.
- Communication with key stakeholder groups including staff, students, parents/carers, department employees, other professionals and community members.
- Active partnership with the leadership team of the La Trobe Primary Campus to ensure consistent practice, protocols and accountabilities in regard to all operational, educational, wellbeing and engagement matters.