



Information for Candidates
for the Appointment of:

Principal



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Appointment of Principal

The Principal of Alphington Grammar School, Mr Mike Smith, will conclude his term in office at the end of 2012, after having served the School with distinction in that position for 13 years.

The Alphington Grammar School Board now seeks applications from candidates with outstanding qualifications and experience, and the appropriate understanding and empathy of the School's Mission, Values and cultural background, to lead the School through its next phase of growth and development.

It is intended that the new principal will take up the appointment on 1 January 2013 although another mutually suitable date could be considered.

About the School

Alphington Grammar is an open-entry, co-educational Pre-Prep to Year 12 independent school established in 1989 by the Greek Orthodox Community of Melbourne and Victoria (GOCMV), providing an exemplary secular education at a very competitive cost. About 60% of students come from a Greek/Australian background, with the remainder representing a full range of Melbourne's culturally-diverse population.

The School fosters an appreciation of the contribution of Hellenic civilisation to the world's intellectual and cultural development within a modern global perspective. The core values are respect others, analyse critically, show compassion, think globally, aim high, live creatively, value diversity. These values are fully integrated into all aspects of school life allowing each student to develop their love of learning in a school that focuses on the individual student.

The School has a total enrolment of 525 students, catering for girls and boys from Preparatory to Year 12. It has a budget in excess of 8 million dollars.

Alphington Grammar has a long standing tradition of academic excellence where students are supported and encouraged to achieve all round success.

Alphington Grammar School comprises of three sub-schools located in one convenient location.

The Junior, Middle and Senior Schools are all located in specially designed buildings created for the developmental needs of the students. The Junior School includes an Early Learning Centre that caters to the learning needs of four year old girls and boys.

The School's facilities include expansive grounds and sporting areas, a brand new Gym and Performing Arts building and a new Year 3 – 6 classroom wing that incorporates flexible learning areas adjacent to the classrooms with access to contemporary technological support services.

The School Principal

The Principal, as the chief executive officer of the School, is responsible to the Alphington Grammar School Board for the overall leadership and management of the School in accordance with GOCMV Statement of Vision, Mission and Values. The principal is responsible for the successful development of the School as a Greek/ Australian learning community for its total strategic and operational management.

Specific Responsibilities

Educational

Provide strong and visible educational leadership of the School, sustaining a teaching and learning environment that provides an excellent and comprehensive education for all girls and boys.

- Promote an educational environment where every student is encouraged to discover and develop their given talents across the academic, cultural, physical, moral, social and spiritual dimensions.
- Ensure the School is providing an educational environment of the highest standard, enabling every student to achieve the highest possible standards in their learning endeavours.
- Ensure teaching standards are continuously improved through professional development and review of its programs and staff.
- Monitor teaching and learning practices in other Schools and academic circles, to ensure the School provides an exceptional learning environment for its students.

Cultural and Spiritual

Oversee the mission of the School, to ensure that a quality pastoral care environment and the experience of a Hellenic culturally diverse education is offered to all students.

- Ensure the School fosters an exclusive learning environment in both formal teaching and in all practices of the School and its staff.
- Ensure that the pastoral care programme for students and the treatment of all members of the School community reflects the School's ethos and values.
- Ensure a diverse set of cultural experiences that fosters Hellenic principles for students, staff and the wider school community.

Strategy and Governance

Under the guidance of the Alphington Grammar School Board, develop and maintain a clear strategic vision and plan for the School, consistent with GOCMV's mission, strategy and governance requirements.

- Work cooperatively with the School Board and its other stakeholder groups in the delivery of the School's mission.
- Effectively engage the wider School community, building positive relationships with students, families and support groups to ensure the School fulfils its mission and responds to the needs of the Australian/Greek community.
- Ensure that the governance, policy and reporting requirements are implemented in the School.
- Work with the School Board to ensure that governance, strategy, policies, infrastructure and curriculum meet the developing needs of the School and its community.

Leadership and Management

- As the senior representative of the School, foster constructive relationships with the School community, the wider community, government agencies and the relevant professional associations.
- Attract, maintain and develop a highly competent, dedicated team of staff in all areas and give continuing professional development of staff a high priority.
- Ensure that staff are properly managed to achieve the educational and other outcomes for the School.
- Seek to develop leadership and management skills, both personally and in those under your authority.

Resourcing

Ensure that the School has the appropriate and adequate resources to meet its objectives.

- With the assistance of the School's Business Manager, ensure that the School is properly resourced for its mission, that the available resources are managed efficiently, that appropriate plans for future development are presented to School Board for consideration and that the financial and administrative affairs of the School are prudently managed.
- Ensure that the School meets its legislative, regulatory and governance obligations and that risks to the School are appropriately managed.



The Successful Candidate

We therefore seek a Principal with the following characteristics:

Personal Qualities

- Having a genuine appreciation and empathy for the School, its mission, values and Hellenic principles, a person who can model these pillars within the life of the School.
- Commitment to the holistic approach to education to which the School aspires, and to assisting every student to achieve excellence in their educational endeavours.
- Able to demonstrate collegial and consultative leadership qualities, with the ability to understand, enthuse, motivate and lead.
- Commitment to a process of continuous improvement in all aspects of the School's work.

Experience and Qualifications

- Possessing outstanding academic calibre, in his or her qualifications, experience, vision, personal attributes and philosophy.
- Experienced in educational leadership and administration, able to manage the affairs of a culturally inclusive independent School, and capable of understanding and being accountable for the educational, commercial, compliance, governance and financial responsibilities involved in such management.
- Qualified and registered teacher with eligibility for registration as a teacher in Victoria.
- Possessing post-graduate qualifications in a relevant discipline (such as education, management or leadership).
- Eligibility for employment under the requirements of the Working with Children Act.

Remuneration and Allowances

A suitable level of remuneration and contract will be negotiated with the preferred candidate and will be commensurate with the experience of the candidate, duties and responsibilities of the position.

Person Specification

Key Selection Criteria:

Skills and Experience

- Broad Educational experience as an Educational Leader, and Management experience commensurate with the position of Principal.
- Post graduate qualifications in relevant discipline (such as education management or educational leadership).
- Appreciation of the heritage, community and cultural context.
- An inspiring, effective and experienced educational leader and manager, with an exemplary record in relation to the attraction, retention and empowerment of high quality staff.
- Excellent communication and interpersonal skills.
- Demonstrated capacity to relate effectively and harmoniously with staff, students, parents and other key stakeholders both internal and external to the College.
- An ability to build and sustain a cohesive community in the College.
- Capacity to identify and drive innovation and change.
- Strategic planning, management and administrative skills, with a demonstrated capacity to consult, plan and delegate.
- Sound understanding of national and international educational trends.
- Sound financial management skills.
- Eligible for registration as a teacher in Victoria.
- Eligible for employment under the requirement of Working with Children Act.





Principal

Founded in 1989, Alphington Grammar School is a co-educational Pre-Prep to Year 12 independent school that provides accessible, high quality education based on excellence in teaching and learning. The School boasts an abundance of modern facilities and programs set in an attractive parkland landscape with open space amongst native fauna and flora on the banks of Darebin Creek, some 7 kilometres north-east of Melbourne's CBD.

While the Greek language and Hellenic culture and values form the basis of the School's rich immersion based language program the School is educating our young people to develop truly international thinking. Working in partnership with parents to provide a holistic and progressive education, the School prides itself on combining academic performance with the physical, spiritual, moral, personal and emotional development of each student.

The School has established sound VCE results and strong cultural traditions offering high quality, diverse and engaging programs which nurture and develop the whole student. The School offers a culturally rich and diverse education based on its Australian and Greek ethos, heritage and values.

Applications are being sought for suitably qualified and experienced educational leaders for the position of Principal, Alphington Grammar School to begin January 2013.

The successful applicant will:

- provide visionary educational leadership and management in line with the School mission, value and heritage;
- have a sophisticated understanding of contemporary educational issues and approaches;
- be committed to the pastoral care for all;
- have superior interpersonal skills and a collaborative management approach relating effectively with staff, students, parents and other stakeholders; and
- possess a strong business acumen able to manage budgets, assets and human resources.

A position description can be found at www.greekcommunity.com.au OR www.alphington.vic.edu.au Candidates should provide a full CV and a letter of introduction outlining their experience, skills and competencies in line with the selection criteria. Applications can be submitted electronically to secretary@greekcommunity.com.au OR posted to the Chairman Alphington Grammar School c/- Greek Orthodox Community of Melbourne and Victoria Level 3, 168 Lonsdale Street Victoria 3000

Applications close: Friday 17 August 2012.

How to Apply

A position description can be found at www.greekcommunity.com.au OR www.alphington.vic.edu.au

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