

JOB DESCRIPTION**PRINCIPAL - YMCA VOCATIONAL SCHOOL**

POSITION LEVEL	Full-Time
LOCATION	YMCA Vocational School – The Clem Jones Campus
AWARD	Preserved State Teachers' Award
REPORTS TO	Manager Y-Care (South East Queensland) Inc. (or other person who may, from time to time, be nominated)
JOB SUMMARY	<i>The Principal, as an employee of Y-Care (South East Queensland) Inc, is responsible for developing, recommending and implementing strategies, policies and practices that complement and are consistent with Y-Care (SEQ) Inc, YMCA and Educational Authority requirements to ensure the effective and efficient operation of the YMCA Vocational School. The success of this position depends on the ability of the Principal to provide leadership, mentoring and supervision of a team of Educational, Administrative and Support staff, in an environment that provides education and support services to marginalised young men and women completing years 8 – 12</i>
ATTRIBUTES	<ol style="list-style-type: none"> 1. A committed educator with a deep concern for young people and their welfare. 2. Well-developed written and verbal communication skills. 3. Possessing the ability to confront and address issues as needed. 4. Ability to work with individuals, groups and organisations. 5. Ability to establish relationships and partnerships with community organisations. 6. Knowledge of policies and practices within education. 7. Experience in managing conflict and challenging behaviour in young people from a range of cultural and social backgrounds
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Develop the 5 year strategic plan, and operational plans. 2. Develop policies, procedure and working documents to control and improve organisational and administrative functions. 3. Develop, oversee and provide support to work teams. 4. Oversee all building developments and maintenance. 5. Liaise with Y-Care (SEQ) Inc and YMCA representatives 6. Speak at community functions and representing Y-Care (SEQ) Inc / YMCA of Brisbane locally and at state level. 7. Write reports, correspondence and procedure manuals and conduct relevant research to ensure current and best practice in education leadership. 8. Externally maintain and develop relationships with community organisations and other schools to coordinate educational activities. 9. Liaise at political level to gain support, and attends public forums and networks with other local agencies. 10. Work collaboratively with other Principals. 11. Manage overall budget in conjunction with Y-Care (SEQ) Inc. 12. Prepare and implement strategies and reports to increase income through targeted enrolment and education programs 13. Meet with donors and support all organisations that support the School. 14. Liaise with funding bodies to meet requirements 15. Ensure timely acquittals of grants and timely response to 16. Interview, recruit and induct new staff. 17. Complete staff performance reviews at least annually. 18. Perform functions as a Workplace Health and Safety officer in compliance with and in accordance with Y-Care (SEQ) Inc and YMCA Policy. 19. Maintain work environment so as to minimise risk to both students, customers and staff. 20. Report identifiable risk so that immediate action can be taken. 21. Uphold and promote the policies and mission of the organisation 22. Ensure that personnel within their area of operations understands and maintains the quality system and ensure that procedures and instructions are complied with. 23. Maintain the quality system and report any deviations from the intended system. 24. Comply with all practices in the Quality Manual. 25. Perform functions as a Fire Safety Advisor. 26. Personally support and uphold the school's policies and procedures. 27. Responsible for effective implementation of grant requirements from funding bodies. 28. Develop and maintain the school website 29. Maintain confidentiality of issues in relation to staff, parents and students 30. Be aware of and implement the YMCA's Safeguarding Children and Young People Policy 31. Form partnerships with parents, other government agencies, community groups, industry and business; 32. Futures oriented and strategic; 33. Understand the legislation and policies that impact on schooling; 34. Management of resources to achieve goals.

KEY CRITERIA	<ol style="list-style-type: none"> 1. A Registered teacher with the Queensland College of Teachers, and possession of a positive notice Blue Card 2. Demonstrated teaching competence and capacity to provide curriculum leadership leading to the achievement of quality learning outcomes for all students. 3. Demonstrated strong interpersonal skills and the capacity to develop and sustain productive relationships within and beyond the school community. 4. Capacity to use strategic thinking and analytical skills to influence the educational agenda 5. Capacity to manage effectively human, financial and physical resources to deliver high quality organisational outcomes. 6. Ability to work within the ethos and framework of Y-Care (SEQ) Inc and YMCA 7. Capacity to develop and maintain an organisational culture based on ethical professional and personal behaviours and corporate values. 8. Willingness to adhere to safe work practices and procedures according to Work Place Health & Safety Legislation Y-Care and YMCA Safety Policies and Procedures.
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QUALIFICATIONS/ EXPERIENCE	<ol style="list-style-type: none"> 1. Registered as a Teacher within Queensland. 2. A minimum of 5 years practical experience in leadership. 3. A minimum of 5 years practical experience as a Principal or Deputy Principal 4. Demonstrated experience in supervising staff to ensure quality service, equity, team spirit, program development and reporting and effective management of resources. 5. Significant demonstrated experience in providing education and support services to marginalised young people particularly those who have been victims of abuse, neglect, substance abuse and/or self-harm. 6. Possession of a current and valid driver's licence. 7. Knowledge of current computer systems. 8. Blue Card in accordance with the Commission for Children
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Authorised By:.....04/03/2010