



Freshwater Creek Steiner School, Inc
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School #: 1988 – Children’s Services License#: 10527
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HEAD OF SCHOOL

POSITION DESCRIPTION

POSITION SUMMARY

The Head of School is the most senior role in the School, reports directly to the School Council, and is fully accountable for the overall leadership, management and development of the School. Based on the anthroposophical and pedagogical principles and values of Steiner (Waldorf) education, the Head of School is responsible for ensuring excellence in the quality of the education delivered, student wellbeing, the cultural development of the school, community engagement and the efficient and effective management of the School.

The Head of School practices and promotes a high level of professional, personal, ethical and moral integrity in all endeavours and duties. As the leader of the School, the Head of School acts as a model of professional, ethical and loving behaviour, developing a culture at the School that is centered upon anthroposophical values and is conducive to holding the developing child.

The Head of School will be supported by School Council, including via the provision of significant and tailored continuous professional development programs.

ORGANISATIONAL CONTEXT AND RELATIONSHIPS

The Head of School provides representation for Freshwater Creek Steiner School, proactively and professionally interacting with all key stakeholders including legislative bodies, professional organisations, parents and staff. The Head of School practices and promotes a high level of integrity in communication with all staff and the school community.

The School Council is responsible for the governance of the School, and delegates overall responsibility to the Head of School for the management, operation, conduct and performance of the School, with the possible exception of authorities it wishes to retain or to delegate to other senior staff.

The Head of School works in a collaborative management team with the College of Teachers and the Operations Manager, but retains ultimate responsibility for any aspect of school and kindergarten management and the performance of all staff, in their delegated roles. The Head of School establishes appropriate delegations, accountabilities and lines of reporting with the Operations Manager, the College of Teachers, and positions of responsibility for the efficient and effective leadership and management of the School and Kindergarten.

The Head of School works closely, and in a mutually supportive way, with School Council, and is guided by the School's core documents, being the Strategic Plan, the Master Plan and the Financial Plan. The Head of School is responsible for ensuring these documents are reviewed and remain relevant as the school grows.

PRINCIPAL ACCOUNTABILITIES

The Head of School is responsible for:

- Delivering effective and visionary leadership with a commitment to the continued development of a quality Steiner education program and simultaneously fostering and nurturing the ethos of the School.
- Providing effective representation for the School towards building relationships with all key stakeholders to enhance the good name, reputation and operation of the School.
- Ensuring the delivery of a comprehensive, high quality, inspiring educational program, and a contemporary learning program that holistically balances academic pursuits with the development of the entire being to all students. The program will align with Steiner's educational philosophy, whilst meeting Victorian Curriculum and Assessment Authority (VCAA) rules and Victorian Registration and Qualifications Authority (VRQA) requirements.
- Supporting, enhancing and enabling the school's stated vision, its strategic plan, priorities and targets and translating these into explicit policies and practices. This will include the revision of current operations (educational, managerial, administrative, financial, marketing, and related policies) at the School, the identification of strengths and weakness, and the development of clear and concrete plan for the further development and operations of the school.
- Reporting to School Council on the progress of the school and accepting responsibility for all aspects of the school and staff performance.

- Promoting and leading a culture of teacher quality and establishing processes for continuous teacher development. This will include guiding effective teaching and learning practices throughout the school, and leading the College of Teachers in the development and provision of a rich educational program based on the educational principles expressed by Rudolf Steiner, and the curriculum requirements.
- Inspiring and motivating students and staff, and cultivating leadership in others.
- Ensuring the school provides activities which facilitate the professional growth of the school staff and enhance the quality of the instructional program.
- Developing a culture of collaboration in which all members of the school community contribute to the achievement of shared goals in Steiner education.
- Leading and modelling effective communication and consultation processes throughout the school community, to embrace inclusion and build a community culture of confidence and trust in the School.
- Personally representing the school in educational and community forums, school tours and events to communicate and promote the school. This will include proactively supporting and encouraging an active Parents & Friends Association, and other parents' initiative groups, and overseeing adult Steiner Education for teachers and community, including talks and study groups.
- Supporting and mentoring the College of Teachers, the Operations Manager and all School staff to succeed in their roles.
- Fostering the maintenance and further growth of an effective College of Teachers based on principles expressed by Rudolf Steiner.
- Working closely with the Operations Manager and College of Teachers to develop plans, administer tasks and track outcomes within their areas of responsibility.
- Implementing the performance planning and appraisal process for School staff.

KEY SELECTION CRITERIA

- Demonstrated deep understanding, knowledge and experience of Steiner pedagogy and anthroposophy.
- At least 10 years' experience as Steiner (Waldorf) teacher, with both State and Steiner qualifications.
- Previous experience in senior educational management and/or school management in a Steiner School.
- Demonstrated leadership skills and qualities.
- Proven ability to build and sustain collaborative relationships with the School Council, the College of Teachers, the administrative team and the wider School community.
- Well-developed ability to plan, prioritise and deliver high-level strategic objectives through practical and effective implementation strategies.
- Outstanding written and verbal communication skills.
- Interpersonal skills and emotional intelligence that demonstrate the ability to establish and maintain effective collaborative working relationships with Council, College of Teachers, Staff, parents and other members of the School community.

- Ability to impartially manage workplace relationships, performance and change management processes with sensitivity and professionalism.
- A satisfactory Working with Children Check as required under the Child Protection (Working With Children) Act 2012.
- Accreditation or eligibility for accreditation by the Victorian Institute of Teachers (VIT).

DESIRABLE SELECTION CRITERIA

- Ability to build and maintain high levels of commitment among staff and colleagues.
- Proven team building ability within a Steiner context.
- A deep knowledge and application of fairness and justice, with a particular focus on children's welfare.
- Teaching experience at both primary and secondary school level.
- Proven ability to work constructively and efficiently within a school governance structure.
- Detailed knowledge of the School's State and Federal statutory and legal responsibilities.
- Ability to prepare, manage, analyse and review complex reports, budgets and financial and business documents.
- Ability to develop inner work of teachers to strengthen their work with children, parents and teachers.

For further information, please contact HoSappointment2017@fwcss.com.au

How to Apply:

Email your application to HoSappointment2017@fwcss.com.au

Your application should contain:

- A cover letter (addressed to Giovanni Turchini, FWCSS Council President)
- Your curriculum vitae
- A statement addressing the selection criteria
- The names, and contact details, of three referees

Applications close **Wednesday, August 30th 2017.**