



CHRISTIAN  
COLLEGE  
GEE LONG

# EXECUTIVE PRINCIPAL

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# **Position Description**

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## Executive Principal

### **Our Philosophy**

Christian College Geelong develops an atmosphere of care and concern for each student's character growth and well-being, within a value system and set of priorities derived from the Christian faith. Honesty, integrity, compassion, respect and tolerance underpin the expectations of all interaction within the College program. The Board and staff of Christian College believe that every student reflects the goodness of God's creation and has intrinsic worth, irrespective of class, colour or creed. Staff members daily seek to provide examples of Christian love in their dealings with students, parents and other staff members.

### **Our Values**

Our values convey our core College beliefs. We aim to reflect them through our behaviours in our day-to-day school-life. They guide and shape the way we interact with each other, within school groups and with the wider community. These most central Values are:

**Faith:** Is complete trust in God's promises. As our students search for their own identity in a confusing world, they can always have faith in God's plan for them.

**Hope:** Is moving forward with assurance, regardless of circumstances. Our students will face many challenges on the path to achieving their goals, hope gives us the character and resilience needed to face them.

**Truth:** Is freedom, the key that unlocks wisdom and maturity. The truth protects our students' hearts and minds from falsehoods, so they can find true meaning and happiness.

**Grace:** Is the secret to real joy and gladness of heart. In the face of greed and envy, grace allows our students to treat others with compassion, as they aim for a higher purpose – God's purpose.

**Love:** Is seeking to serve and honour others ahead of ourselves. Our students are encouraged to be selfless in their interactions with others, thus emulating the love God has for them.

### **About Us**

Founded in 1980, Christian College Geelong is a K-12 school where academic achievement is balanced with care and concern for each student's character development and wellbeing, grounded in the Christian faith. We have five campuses across Geelong, the Bellarine Peninsula and Surf Coast region, as well as a rural experience for Year 9 students at an expansive farm property in Scotsburn near Ballarat, and a unique Art, Technology and Design campus for Senior School students in Waurin Ponds.

## Position Overview

The Executive Principal fulfills the role of CEO and serves as the primary leader of the College. They are responsible to the Board for creating educational programs and an environment across the College to implement the stated Vision, Mission and Strategic Plan, in line with the College's Philosophy and Values.

The Executive Principal is responsible for the internal organisation of the College and its staffing to ensure its stated outcomes and values as expressed by the Objects of the College's Constitution, and in the College's Mission, Vision and Values eventuate in practice.

The Executive Principal is the recognised and official representative to all external government and industry bodies, including, but not limited to, the media, the Department of Education, Victorian Registration and Quality Authority, and Independent Schools Victoria.

The Executive Principal is supported by an Executive Team and will delegate responsibility to members of this team or other staff within the College as is deemed appropriate. The areas of responsibility listed below will require leadership and delegation involving the whole executive team, but it is the Executive Principal who takes responsibility for ensuring that all these areas are addressed, having input into all areas, while utilising the skills and training of the Executive Team to deliver what is required for the effective running of the College.

## Spiritual Leadership

As the College Executive Principal, you will utilise your unique gifts to provide wise and discerning Christian leadership and serve as a spiritual role model for the school community. You will foster a Christian ethos and create an environment that promotes spiritual growth, moral values and biblical principles. This position plays a significant role in guiding and supporting individuals on their spiritual journey and fosters a sense of belonging and community within the College. Your leadership is instrumental in promoting personal growth, moral values and a deeper connection with God.

## Educational Leadership

Educational leadership is central to the role of the Executive Principal in driving the academic success, holistic development, and spiritual formation of students within the College community. The Executive Principal provides visionary leadership, strategic direction, and effective management of educational programs and resources to fulfill the College's Mission and fulfill its educational goals. Key responsibilities in educational leadership include:

- **Visionary Leadership:** The Executive Principal develops and articulates a compelling vision for academic excellence and student success. They inspire and motivate staff, students, and stakeholders to work towards shared educational goals aligned with the College's Mission and values.
- **Curriculum Development and Implementation:** The Executive Principal oversees the development, review, and implementation of curriculum, pedagogy, and assessment practices. They ensure that educational programs are rigorous, relevant, and responsive to the diverse needs of students, incorporating Christian values and principles into teaching

and learning. They should be aware of numerous educational philosophies and their origins, including Prof. Howard Gardner's Multiple Intelligences Theories.

- **Teacher Support and Development:** The Executive Principal supports and empowers teaching staff to deliver high-quality instruction that fosters student engagement, critical thinking, and academic achievement. They provide leadership, mentoring, and professional development opportunities to enhance staff skills and expertise.
- **Student Development and Support:** The Executive Principal prioritises the emotional, intellection and spiritual success of students, ensuring that they feel safe, supported, and valued within the school community. They implement strategies and initiatives to promote student welfare, mental health, and social-emotional development, creating a positive and inclusive learning environment.
- **Data-Driven Decision-Making:** The Executive Principal uses data and evidence to inform decision-making and drive continuous improvement in educational outcomes. They monitor student achievement, attendance, and behaviour, analysing trends and identifying areas for intervention and enhancement.
- **Educational Innovation and Excellence:** The Executive Principal promotes a culture of innovation, excellence, and continuous improvement in teaching and learning. They encourage creativity, experimentation, and exploration of new educational approaches and technologies to enhance student engagement and outcomes.
- **Compliance and Accountability:** The Executive Principal ensures compliance with relevant educational regulations, standards, and policies. They uphold ethical standards and accountability in educational practices, promoting transparency, fairness, and integrity in all aspects of College operations.
- **Collaborative Leadership:** The Executive Principal fosters collaboration and teamwork among staff, students, and stakeholders to achieve common educational goals. They build consensus, facilitate communication, and empower others to contribute their ideas and talents to the educational Mission of the College.

## **Strategic Planning and Governance**

The Executive Principal holds a key leadership role in guiding the strategic direction and governance of the College in partnership with the Board. Key responsibilities in strategic planning and governance include:

- **Strategic Planning:** The Executive Principal leads the strategic planning process, facilitating discussions, gathering input, and setting priorities for the College's growth and development. They analyse internal and external factors, assess opportunities and risks, and develop strategic initiatives and action plans to achieve organisational goals.
- **Policy Development and Implementation:** The Executive Principal oversees the development, review, and implementation of policies and procedures that govern the operation of the College. They ensure that policies are aligned with legal requirements, accreditation standards, and best practices in education and governance.
- **Risk Management:** The Executive Principal identifies and manages risks that may impact the College's operations, reputation, or financial stability. They implement risk

management strategies, monitor compliance with regulatory requirements, and develop contingency plans to mitigate potential threats and challenges.

- **Board Relations:** The Executive Principal maintains positive and productive relationships with the College Board, serving as a liaison between the Board and the College community. They are required to provide regular updates, reports, and recommendations to the Board on key strategic, operational, and financial matters.
- **Accreditation and Compliance:** The Executive Principal ensures that the College maintains accreditation and compliance with relevant educational standards, regulations, and requirements. They coordinate accreditation processes, prepare documentation, and facilitate site visits and evaluations to demonstrate the College's commitment to quality and continuous improvement.
- **Ethical Leadership:** The Executive Principal upholds ethical standards and principles of integrity, transparency, and accountability in all aspects of governance and decision-making. They model ethical behaviour, promote a culture of integrity, and ensure that the College's actions are consistent with its Mission and values.

## Financial Management

Effective financial management is essential for the Executive Principal to fulfill their responsibilities in leading the College with integrity, transparency, and accountability, ensuring that financial resources are used wisely to advance the educational Mission and objectives of the institution. Together with the Business Manager, the Executive Principal takes responsibility for

- **Budget Development:** overseeing the development of the annual budget in collaboration with the finance committee and other stakeholders. They analyse financial data, assess organisational needs and priorities, and allocate resources effectively to support the College's Mission and strategic objectives.
- **Financial Planning:** engaging in strategic financial planning to ensure the College's fiscal health and stability. They forecast revenues and expenses, identify potential risks and opportunities, and develop contingency plans to address financial challenges or uncertainties.
- **Resource Allocation:** allocating financial resources in accordance with the College's strategic priorities and operational requirements. They make decisions about funding for academic programs, student services, facilities, technology, and other areas, balancing competing demands and priorities.
- **Revenue Generation:** exploring opportunities for revenue generation to supplement tuition income and support the College's financial sustainability. They cultivate relationships with donors, sponsors, and funding partners, seeking philanthropic support, grants, and sponsorships for special projects and initiatives.
- **Expense Management:** monitoring expenses and managing costs to ensure efficient and responsible use of financial resources. They identify opportunities for cost savings, streamline administrative processes, and implement measures to control expenditures without compromising educational quality or student services.

- **Financial Reporting:** providing regular financial reports and updates to the College's Board, senior leadership team, and other stakeholders. They communicate financial performance, variances, and trends, ensuring transparency and accountability in financial management practices.
- **Stakeholder Management:** cultivating strong relationships with key funding partners including banks, lending institutions, government departments, funding agencies and philanthropic donors.
- **Long-Term Financial Planning:** engaging in long-term financial planning to address future challenges and opportunities facing the College. They anticipate changes in enrolment, tuition revenue, operating expenses, and capital needs, developing strategies to support sustainable growth and development over time.
- **Financial Stewardship:** acting as a responsible steward of the College's financial resources, demonstrating integrity, prudence, and fiduciary responsibility in financial decision-making. They prioritise investments that align with the College's Mission and Values, ensuring that financial decisions reflect the best interests of students and the broader community.

## Community Engagement and Stakeholder Relations

Effective community engagement and stakeholder relations are essential for the success and sustainability of the College. The Executive Principal plays a central role in nurturing positive relationships, fostering collaboration, and promoting the College's Mission and Values within the broader community, particularly in the Geelong, Bellarine, and Surf Coast regions.

Key responsibilities in community engagement and stakeholder relations include:

- **Building Relationships:** The Executive Principal is responsible for building and maintaining positive relationships with parents, alumni, donors, churches, and other community stakeholders. This involves regular communication, networking, and collaboration to promote mutual understanding and support.
- **Public Representation:** As a spokesperson and ambassador for the College, the Executive Principal represents the College in public and media forums. They articulate the College's Mission, Values, achievements, and needs to external audiences, cultivating a favorable image and reputation in the community.
- **Partnerships and Collaboration:** The Executive Principal seeks opportunities for partnerships and collaboration with local organisations, businesses, and institutions to enhance educational opportunities and resources for students. They engage in joint initiatives, projects, and programs that benefit the College and the wider community.
- **Community Events and Outreach:** The Executive Principal participates in community events, networking activities, and outreach initiatives to promote the College's visibility and engagement. They actively seek opportunities to connect with community members, demonstrate the College's commitment to service and involvement, and foster positive interactions.
- **Stakeholder Consultation:** The Executive Principal engages in stakeholder consultation processes to gather feedback, input, and perspectives on key decisions and initiatives. They solicit ideas, concerns, and suggestions from stakeholders to inform strategic planning,

policy development, and organisational improvement efforts.

- **Advocacy and Support:** The Executive Principal advocates for the interests of the College and its students within the broader community, advocating for resources, support, and recognition. They seek opportunities to raise awareness of educational issues, promote public policies that benefit the College, resist those which do not, and address challenges or barriers to student success.
- **Crisis Management and Conflict Resolution:** In times of crisis or conflict, the Executive Principal plays a crucial role in managing communication, addressing concerns, and resolving disputes with stakeholders. They demonstrate leadership, transparency, and empathy in navigating difficult situations and maintaining trust and confidence in the College.

## Staff Development and Management

Staff development and management are integral components of the Executive Principal's role in nurturing a skilled, motivated, and cohesive team of professionals who are dedicated to advancing the College's Mission and serving the needs of students and the broader community.

- **Recruitment and Hiring:** The Executive Principal oversees the recruitment and hiring process for administrative and teaching staff, ensuring that candidates are selected based on their alignment with the Objects of the College's Constitution and its Mission, Values, and educational goals. They develop job descriptions, conduct interviews, and make hiring decisions in consultation with relevant stakeholders.
- **Mentoring and Coaching:** The Executive Principal provides mentoring, coaching, and guidance to staff members to support their professional growth and development. They offer feedback, encouragement, and support to help staff members improve their skills, overcome challenges, and achieve their career goals.
- **Professional Development:** The Executive Principal identifies and facilitates professional development opportunities for staff to enhance their knowledge, skills, and effectiveness in their roles. They organise workshops, seminars, conferences, and other training programs that address the evolving needs of staff and align with the College's strategic priorities.
- **Performance Evaluation:** The Executive Principal conducts regular performance evaluations and assessments of staff members to provide feedback on their performance, recognise their achievements, and identify areas for improvement. They establish clear performance expectations, set goals, and monitor progress towards objectives.
- **Conflict Resolution:** The Executive Principal addresses conflicts, disputes, and interpersonal issues among staff members in an impartial, constructive, and timely manner. They facilitate open communication, mediate disputes, and promote resolution strategies that promote reconciliation and mutual understanding.
- **Cultural Competence and Inclusion:** The Executive Principal promotes cultural competence, diversity, and inclusion within the school community. They ensure that staff members receive training and support to understand and respect the cultural backgrounds, identities, and perspectives of students and colleagues.
- **Workplace Well-being:** The Executive Principal prioritises the well-being and work-life balance of staff members, recognising the importance of creating a supportive and healthy

work environment. They implement policies, programs, and initiatives that promote staff well-being, mental health, and job satisfaction.

- **Succession Planning:** The Executive Principal develops and implements succession planning strategies to identify and develop future leaders within the organisation. They cultivate talent, provide opportunities for leadership development, and ensure continuity of leadership and institutional knowledge.

## Qualifications

- A relevant academic qualification in education, leadership, or a related field. A Master's degree or higher qualification would be looked upon favourably.
- Proven experience in senior leadership roles within educational institutions, preferably in a Christian or faith-based context.
- Sound financial management skills and a track record of budgetary oversight and resource allocation.
- A strategic thinker with the ability to analyse complex issues, anticipate challenges and make informed decisions that advance the College's Mission and priorities. They should demonstrate sound judgment, critical thinking skills, and the ability to balance competing interests effectively.
- A passion for the education, development and equipping of young people, a commitment to continuous improvement, and a desire to make a positive impact on the lives of students and the broader community.

## Personal Qualities

- **Deep Commitment to Christian Faith and Values:** The Executive Principal should possess a strong personal faith and a deep commitment to Christian Values. They should embody integrity, humility, compassion, and servant leadership in their words and actions, serving as a role model for students, staff, and the wider community.
- **Visionary Leadership:** The Executive Principal should have a clear vision for the College's future which they live out and are able to inspire others to work towards shared goals. They should be forward-thinking, innovative, and strategic in their approach, with a focus on continuous improvement and excellence.
- **Effective Communication Skills:** The Executive Principal should be an articulate and persuasive communicator who can effectively convey ideas, inspire enthusiasm, and build consensus among diverse stakeholders. They should be able to listen actively, communicate with empathy, and foster open dialogue within the school community.
- **Collaborative and Inclusive Leadership Style:** The Executive Principal should value collaboration, teamwork, and diversity, fostering an inclusive school culture where all voices are heard and respected. They should empower others to contribute their unique talents and perspectives to achieve common goals and objectives.
- **Empathy and Emotional Intelligence:** The Executive Principal should demonstrate



empathy, sensitivity, and emotional intelligence in their interactions with others. They should be able to understand and respond to the needs and concerns of students, staff, and families with earnestness, compassion and care.

- **Resilience and Adaptability:** The Executive Principal should be resilient and adaptable, able to navigate challenges, setbacks, and changes with grace and determination. They should demonstrate flexibility, resourcefulness, and a willingness to learn from both successes and failures.
- **Commitment to Professional Growth:** The Executive Principal should be committed to their own ongoing professional development and growth as a leader. They should seek opportunities for learning, reflection, and self-improvement, continuously striving to enhance their leadership skills and effectiveness.
- **Ethical Integrity and Moral Courage:** Finally, the Executive Principal should demonstrate unwavering ethical integrity and moral courage in their leadership, making decisions guided by principles of honesty, fairness, and justice. They should be willing to stand up for what is right, even in the face of opposition or adversity.