



**SUNRISE**  
Christian School

Head Office  
Level 2  
305 Goodwood Road  
Kings Park, SA, 5034  
08 8465 6000  
[www.sunrise.sa.edu.au](http://www.sunrise.sa.edu.au)

## **JOB AND PERSON SPECIFICATION**

### **PRINCIPAL**

#### **SUNRISE CHRISTIAN SCHOOL NARACOORTE**

Sunrise Christian School educates the hearts and minds of children to provide wisdom and an understanding of God. Established in 1978, we offer diverse learning opportunities set in a welcoming environment with Biblically based learning to give each student the opportunity to shine. We have six schools located in SA and are a member of the Australian Christian Schools Association (ACS).

The ACS aims for academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. We teach and train students in all aspects of life in such a way that God is seen as the centre of everything. We are an extension of the home and help parents fulfil the God given mandate to bring up their children in His ways.

Each School is managed by a Principal who is accountable through the CEO to its governing Board. Our Early Learning Centres are managed by a Regional Director, reporting to the CEO, who is assisted by a Director at each location. Corporate service functions report to the Director of Corporate Development located at Kings Park.

The Principal Naracoorte is based at Sunrise Christian School Naracoorte.

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## JOB SPECIFICATION

### OVERVIEW

The Principal Naracoorte is accountable to the CEO and is a key Management role responsible for the management of Sunrise Christian School Naracoorte in line with the direction and policies set by the Board. The position is responsible for:

- Leadership of all areas of the school
- Provision of oversight and direction to staff
- Promotion and growth of the school
- Ensuring staff and student needs are met in accordance with school policies and procedures
- Spiritual leadership of the school
- Management of the school budget within school policies
- Ensuring cohesiveness between the school and church communities
- Ensuring the highest teaching standards are maintained
- Overseeing the administration of the school
- Enrolment of new families and students into the campus

## KEY RESPONSIBILITIES

### LEADERSHIP OF THE SCHOOL

- Leadership of the spiritual direction of staff and students
- Leadership of school development in conjunction with the Manager Corporate Services
- Involvement on a regular basis in the leadership of the community of schools including attending Leadership meetings and planning days to ensure the school is part of a cohesive ACS community
- Preparation of reports for the Board on the progress of the School as and when requested
- Attendance at Board and other meetings as and when requested

### PROVISION OF OVERSIGHT AND DIRECTION TO STAFF

- Ensuring school policies and procedures are followed by all employees
- Support, encourage, supervise and care for staff
- Ensuring the highest teaching standards are maintained by promoting staff development and continual learning by teaching staff
- Oversight of staff development including implementation of the staff appraisal policy
- Ensuring staff needs are met in accordance with school policies and procedures
- Ensuring WHS policies and procedures are given a high priority and followed by all staff

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## PROMOTION AND GROWTH OF THE SCHOOL

- Promotion of the school in accordance with school policy
- Ensuring communication between the local community and school is maintained in a manner that facilitates the continued growth of the school
- Enabling opportunities to meet with prospective families in a way that promotes the growth of the school
- Enrolment of new families and students into the school

## ENSURING STUDENT NEEDS ARE MET IN ACCORDANCE WITH SCHOOL POLICIES AND PROCEDURES

- Overseeing the discipline of students according to school policies and procedures
- Maintaining clear and positive communication with student caregivers
- Ensuring the identification and provision of students special needs is given priority to enable the best learning outcome for all students
- Endeavour to ensure that student behaviour is in accordance with sound Christian values and practices and established school policies

## SPIRITUAL LEADERSHIP OF THE SCHOOL

- Facilitate staff and student devotional programs to foster commitment to and worship of Jesus Christ as Lord and Saviour, consistent with the Biblical beliefs, values, practices and standards of Adelaide Christian Centre
- Demonstrate a mature faith in all areas of leadership
- Attend at least one Sunday morning service at Adelaide Christian Centre per school term

## FINANCIAL MANAGEMENT OF THE SCHOOL

- Management of the school budget as per school policy and procedures
- Oversight of building projects in conjunction with the Manager Corporate Services
- Ensuring provision of instructional aids, methods and materials that will support effective, sound and creative teaching within budget constraints

## MANAGEMENT OF THE ADMINISTRATION OF THE SCHOOL

- Efficient management of the administration roles within the school
- Facilitating the smooth running of the school by ensuring it is administered in a timely and efficient manner
- Work closely with the Manager Corporate Services and Corporate Services Team to ensure all administration functions are provided in an efficient manner

The position will be reviewed as the role changes and will be appraised on a regular basis.

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Approved \_\_\_\_\_ Date \_\_\_\_\_  
**Kym Golding, CEO - Signature**

Approved \_\_\_\_\_ Date \_\_\_\_\_  
**Applicant's Signature**

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**PERSON SPECIFICATION**

**ESSENTIAL MINIMUM REQUIREMENTS**

**EDUCATIONAL QUALIFICATIONS**

- Relevant tertiary degree
- Current registration to teach in a school in South Australia

**SKILLS / ABILITIES**

- High level of interpersonal, conflict resolution and communication skills
- The ability to work with all levels of staff and management
- Demonstrated ability to coordinate the management and motivation of a range of professional staff, including teachers, administrative and maintenance staff, students and parents, to achieve defined outcomes
- Proven capacity to think and act innovatively
- Proven ability to communicate effectively both verbally and in writing.
- The ability to complete variable workloads to a high standard and to imposed deadlines
- Proven ability to work as a member of a team in a manner that fosters the support and co-operation of team members
- Demonstrated ability to make decisions and implement policies
- Demonstrated ability to achieve outcomes through effective delegation
- Proven leadership qualities and demonstrated ability to unite diverse activities to common aims
- Demonstrated commitment to the development and well being of staff and students
- Ability to relate to and guide students in behavioural and disciplinary issues based on Christian principles consistent with the School's ethos
- Proficient in the use of MS Office and MAC computers

**PERSONAL ATTRIBUTES**

- An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre
- A demonstrated love and reverence for God's Word as the foundation for Christian living, especially Biblical creation
- A mature faith and active involvement in a local church
- A proven lifestyle founded on Biblical Christian principles
- A life that demonstrates the indwelling of the Holy Spirit





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- A willingness to affirm the principles in the ACS Statement of Faith
- A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community and to help each member prosper
- Clear commitment to the heart and vision of ACS and its objectives and a preparedness to be actively involved in its outworking
- Desire to grow in a personal and professional manner

## EXPERIENCE

- Teaching experience in School environment/community
- Proven record of success in management and leadership in a school
- Demonstrated experience in ministering the Word of God and in preparation of devotional material
- Involvement in a personal professional development program
- Experience in the preparation of reports, newsletters, and promotional material and similar documents
- Previous experience in the successful financial and administrative management of an educational organisation

## KNOWLEDGE

- Sound knowledge of the operation of a Primary Educational Facility.
- Sound knowledge of the Philosophy and Ethos of Sunrise Christian School
- Sound understanding of a Bible-based curriculum and pedagogical approach
- Sound working knowledge of governance procedures and practises
- Understanding of the range of teaching methodologies necessary for teaching the appropriate range of learning styles
- Knowledge of student behaviour related issues and accepted management protocol
- Understanding of risk management requirements
- Knowledge of compliance requirements
- Excellent knowledge and understanding of administrative systems and processes
- Understanding of financial management principles

## DESIRABLE CHARACTERISTICS

### QUALIFICATIONS

- Post-graduate management qualifications will be well regarded

### SKILLS AND ABILITIES

- Modelling excellent teaching practice and the capacity to mentor other teachers, including graduates
- Proven ability to develop and work with teams in a performance culture

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## PERSONAL ATTRIBUTES

- Membership of a Charismatic/Pentecostal church
- Are willing to enrol your school aged children in the School

## EXPERIENCE

- Experience in the development, registration and accreditation of schools
- Experience in the preparation and conduct of staff training
- Experience in professional development of staff
- Previous teaching experience at Sunrise or a similar Christian School would be an advantage

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