



Barrenjoey Montessori School

Overview: A Head of School is required to manage and grow a vibrant Montessori pre-school in Sydney's Northern Beaches. Currently, the school consists of one classroom of three to six year olds, and an auxiliary toddler program for 18 months to three year olds. By end of 2010, there will be two classrooms for 3-6 year olds and the toddler program will be brought in-house. A primary school curriculum needs to be designed, approved by the Board of Studies, and put in place for the 2012 year. The school is seeking a leader to drive and manage this rapid growth.

Position Description (Head of School)

Through the delegated authority of the Board of the Barrenjoey Montessori School, the Principal is responsible for the leadership, management and growth of the School consistent with Montessori values and practices.

1. The Principal is responsible to the Board for:
 - a. the planning, direction, evaluation and control of the school's operations.
 - b. managing the expansion of school facilities;
 - c. expanding the school's curriculum to include a program for six to twelve year olds;
 - d. effective financial management of the School;
 - e. managing day to day operations of the school;
 - f. implementing a marketing plan to ensure the school meets its growth targets;
 - g. fundraising, including applying for all appropriate financial grants;
 - h. participating with the Board in strategic plan development and implementation;
 - i. providing advice and information and reporting to the Board on all aspects of the school's operation; and
 - j. reporting to the Board as required by the compliance policies developed by the Board.
2. The Principal is expected to create a positive work environment for the staff that achieves optimal learning outcomes for students. This includes:
 - a. establishing effective working relationships with staff to ensure sound leadership is provided within all aspects of the school's operation;
 - b. working with staff to ensure the delivery of high quality Montessori education; and
 - c. being responsible for all staff matters, including recruitment, professional development, succession planning, performance appraisal, disciplinary action, and dismissal.
 - d. keeping staff current with respect to all policies and procedures.

3. The Principal is responsible for complying with all statutory requirements as relevant to the operation of the School.
4. The Principal is responsible for forging and maintaining links with a wider community including:
 - a. coordinating parent involvement in, and contribution to, the running of the school;
 - b. promoting links between the school and its local community, thus raising awareness of Montessori; and
 - c. communicating with relevant government and non-government agencies, such as MAF, AIS, Board of Studies, NSW Institute of Teachers, ISTAA, and ACARA.

Experience

- Director at a larger Montessori school, ideally during a period of significant growth.
- Work experience in another independent or mainstream school is desirable.

Qualifications

- Association Montessori Internationale qualifications preferred.
- Qualifications recognised by the NSW Institute of Teachers.
- Accreditation with the NSW Institute of Teachers is highly desirable, or the equivalent if from interstate or overseas.

Personal Attributes

It is assumed that the Principal will have:

- a. a strong personal commitment to the aims of the Avalon Montessori Association constitution
- b. leadership skills
- c. strong interpersonal skills
- d. excellent organizational skills
- e. well developed communication skills