



The Cottage School Inc. School Leader Applicants Information Pack – July 2017

What This Pack Contains

This pack contains guidance and information for applicants for the School Leader position with the Cottage School.

The pack contains the following items:

PART A: Application Form

PART B: Role Description

PART C: Position Description and Selection Criteria

These items combine to provide a complete view of the role, including the organisation, the objectives of the role and the competencies and level of performance we are expecting.

In applying for the role and when responding to the Selection Criteria applicants are advised to consider all three of these items in their responses to selection criteria. In addition applicants should review the Cottage School's website, see [here](#).

Application Requirements

Applications are to be submitted electronically to the following email address, employment@cottageschool.tas.edu.au, and must conform to the following:

1. Curriculum Vitae
2. Response to the selection criteria

All questions regarding the application must be sent via email to employment@cottageschool.tas.edu.au or by phone to the school on 62 44 3556.

All applications will be treated confidentially and will only be accessible to the selection panel.

Applications are to be submitted via email by Close of Business Friday 11 August 2017.

The Evaluation and Selection Process

The evaluation and selection process will involve the following key steps:

1. Formal written application
2. Short listing of applications
3. Interviews of shortlisted applicants
4. Selection of recommended candidate
5. Reference checks

The selection panel may collect referee checks at the short listing process to further inform interview selection and questioning or as part of the final process of choosing the successful applicant.

Applicants who were unsuccessful in making the shortlist will be advised in writing. Broad feedback will be offered to all applicants, but only *after* finalisation of the recruitment process.

Applicants, who were shortlisted and interviewed, but not selected, will be advised in writing and by telephone call. They will also be offered feedback once the recruitment process is finalised. This offer is made in good faith and is being made to give unsuccessful applicants a learning and development opportunity.

Presentation and Acceptance of Offer

If the recommended candidate is not currently registered in Tasmania, any offer is made subject to successful registration with the *Tasmanian Registration Board (TRB)*.

The Cottage School recognises that the role requires a highly experienced individual with a broad and comprehensive skill set. Accordingly an attractive employment package will be offered for this role in the order of \$120,000 - \$135,000 / annum (total remuneration package, i.e. salary plus super). The actual offer will be informed by the level and breadth of experience the person brings to the role.

Employment Conditions

- Fixed term for 3 years with a six month probation period
- Option to extend contracted period by mutual agreement
- 6 weeks annual leave plus all gazetted public holidays
- Provision of school laptop and school phone

The Cottage School Inc.

PART B: School Leader - Role Description

Background to the Cottage School

Cottage School is a small, independent, not-for-profit cooperative school educating children from kinder to year 6.

Our children benefit from our focus on them as unique people who learn best in different ways and have diverse needs for personal growth. We nurture the natural curiosity of children because that engages and enthuses them and helps develop a life-long love of learning.

Our children are encouraged to express themselves, live the school values, talk and develop relationships with others, share ideas, and look after one another; every day we reinforce that the child next to them is as wonderfully unique as they are, instilling empathy and compassion.

A strong curriculum and an experienced and engaged teaching team provide an excellent education platform for our children while all areas of the arts helps them to express themselves and build self-confidence. Regular excursions provide experiences that expand children's horizons; games, camps and outdoor pursuits provide challenges and help children develop independence.

A key aspect that sets Cottage School apart is the small class groups – a maximum enrolment of 70 children is spread between Prep and Grade 6 with an additional 10 children in Kindergarten and a further 10 in pre-Kinder..

The Cottage School community inherently know that it takes a village to raise a child. The school governance structure involves a school committee made up of parents, teachers and the School Leader. Families are encouraged to be involved with the school including its maintenance and fundraising initiatives.

We're proud of the outcomes our influence and philosophy has had on our students for over 40 years and how we have prepared them for the world. Our children have benefitted from staff and parents working together under our philosophy to provide a strong, nurturing culture that extends beyond the school gates.

Background to the Position

We're looking for an experienced and committed person who is inspired by our school philosophy to:

- Provide experienced support to our teaching staff through responsible and effective management assisting them to be innovative in the implementation of the curriculum and to guide them in their professional development
- Manage administrative, financial and human resources of the school driving improvement and efficiencies so our resources can be more effectively used to deliver improved outcomes for our students
- Manage risk and assist in the resolution of community issues
- Collaboratively lead special school projects including educational, management and infrastructure.

The Cottage School Inc.

PART C: School Leader - Position Description & Selection Criteria

Primary Duties

Reporting directly to the School Committee the position will be responsible for the following three areas:

1. Educational and curriculum development and support

- The successful candidate will provide daily guidance to staff in relation to the delivery of the Cottage School educational program in order to deliver consistency across the whole of school curriculum.
- They will facilitate collaborative school wide planning, assessment and reporting practices to ensure that the curriculum requirements, and the learning environment provided, are appropriate to the needs of students and consistent with Cottage School philosophy.
- They will support the performance and development needs of the teachers in accordance with the Australian Professional Standards for Teaching (AITSL).
- Support and facilitate best practice with all non teaching staff.
- They will deliver this support with a highly collaborative and facilitative leadership style, seeking consensus on educational and curriculum matters.

2. Business management

This aspect of the role aligns with the high level functions of a business manager role found in many independent schools.

- The School Leader will be responsible for the financial management of the school including the development of the annual budget and the 5 year strategic budget and their acquittal.
- The School Leader will be responsible for the operational management of human and physical resources of the school and ensure that they are utilised efficiently and effectively to deliver curriculum and educational outcomes.
- The person will be responsible for managing the preparation and submission of reports and papers to the Committee as part of the normal meeting cycle. Additionally, the School Leader will provide high level strategic advice to the Committee.
- The School Leader will be required to attend monthly Committee meetings where they will report to Committee and maintain constant awareness of all sub-committees in terms of progress, issues and risks and how this impacts on the School more broadly.

3. School and Community Leadership

- The School Leader will be responsible for the implementation of the policies and procedures of the school. They will promote a collaborative approach to solving issues within the school community while encouraging the involvement of all families in the life of the school.
- The School Leader will ensure that the school's dealings with parents (the customer) and external stakeholders are of a high standard, align with the school philosophy and present the school as a progressive and innovative educational organisation.

4. School Projects

- The School Leader will have the important task of leading and facilitating special school projects in a project management role. Special School projects will be implemented through the Cottage School Committee and could include educational initiatives, management improvements or physical infrastructure.

Examples of current special school projects include the playground upgrade, school futures (which is a long term strategic planning process to help define a sustainable direction for the school), and the School Re-registration process due in 2019.

Project management within Cottage School is collaborative in nature with student and parent involvement but the School Leader will have the task of leading and facilitating the project. The Committee will provide the School Leader with the necessary resources to complete any required project.

Selection Criteria

The following specific selection criteria must be addressed and demonstrated by candidates.

The role of School Leader has been addressed in the position description, which along with background information, should be used as a context to assist in the interpretation of these selection criteria.

1. Teaching competence and capacity to lead the development of high quality teaching and learning leading to the achievement of optimal learning outcomes for all students.
2. Capacity to use strategic and innovative thinking and planning to enact the Cottage School vision and to share accountability for the future of the school and its ongoing improvement.
3. Excellent interpersonal skills and the capacity to develop and sustain productive relationships and partnerships with staff, students, parents and the broader community.
4. Capacity to manage efficiently and effectively and be accountable for financial,

human and physical resources in order to achieve the strategic vision and goals of the Cottage School.

5. Capacity to develop and maintain a supportive and inclusive school culture and practice based on ethical values and behaviours.
6. Ongoing commitment to the School Leader's individual learning and development reflecting an understanding of contemporary, national and international educational and leadership trends that impact on education generally and the Cottage School in particular.

Requirements

Essential

1. An understanding and willingness to work within the existing Cottage School philosophy as a guiding hand.
2. Qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award 2005.
3. In accordance with section 106(a) and (b) of the *Education Act 2016*, all Principals must be a registered teacher with full registration within the meaning of the *Teachers Registration Act 2000*.
4. The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the Registration to Work with Vulnerable People Regulations 2014. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.
5. Medium Rigid drivers licence with an Ancillary Certificate to drive a large Public Passenger Vehicle, or be willing and able to attain such a licence within the initial 6 month period.

Desirable

1. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.
2. Four years or more recent experience in the role of senior management in a school.
3. Experience and knowledge in the support of Students With Additional Needs.
4. A willingness and ability to adopt the role as teacher in order to release regular classroom teachers for PD, or in the event that relief is unavailable.

Within the constrictions of this formal application we encourage a diversity of applicants for this position.