



School for the German Language Inc.
Schule der Deutschen Sprache e.V.
ABN: 82 358 402 260
www.germanschool.org.au



PO Box 10140
Gouger Street
Adelaide SA 5000

Position Description – Principal

21 Dec 2016

INTRODUCTION

The School for the German Language in Adelaide teaches German language and culture, on a part-time basis, mainly on Saturday mornings during school terms. The School provides classes from pre-school to Year 12, plus adult courses, and is open to everyone.

The School has been operating for 57 years and currently has an enrolment of nearly 200 students.

The School is a community-based, not-for-profit organisation governed by an annually elected committee of volunteers. It is financed through tuition fees, plus subsidies from the South Australian Government and from the German Government. It is also supported by an active Parents and Friends Association.

The School currently operates from three campuses at Adelaide High School, Sturt Street Community School, and Nuriootpa Primary School, under the direction of the school Principal.

SCHOOL ETHOS

All staff and volunteers at the School for the German Language are passionate about maintaining and developing the German language and culture in the local community and beyond. They are committed to providing high quality educational services and programs in a safe, respectful and friendly framework, which is essential for creating a successful learning environment.

All staff and volunteers are committed to a friendly, professional and respectful manner of communication with each other and with the community.

POSITION DESCRIPTION

POSITION: Principal

EMPLOYER: School for the German Language Inc.

LOCATION: Adelaide, SA

ROLE

The Principal serves as the educational leader of the school, responsible for managing the staff and procedures required to ensure that all students are taught in a supportive learning environment which implements the approved school curriculum.

Achieving academic excellence requires that the Principal works collaboratively to direct and nurture all members of the school teaching staff and to communicate effectively with students, parents, teachers, staff and the Management Committee.

The Principal is appointed by, and is responsible to, the Management Committee and can only be removed by special resolution of the Management Committee.

RESPONSIBILITIES AND DUTIES

(a) Curriculum Development

- Have knowledge of and oversee the curriculum development.
- Ensure compliance with the Curriculum for German language teaching as approved by relevant authorities.

(b) Appointment of teachers, subject to confirmation by the Management Committee

- Be responsible for the search, selection, recruitment and mentoring of appropriately qualified teachers required to deliver the curriculum.

(c) Organisation of classes and lessons, including relief teachers

School Educational Management

- Establish a professional rapport with students, parents, staff, the Management Committee and between the various campuses.
- Conduct and attend meetings, as necessary, for the proper functioning of the school

(d) Liaison with the State Education Department and other education authorities as required

- Maintain accreditation and be responsible for effective liaising with professional, funding and cultural agencies.
- Ensure compliance with all laws and civil regulations.

(e) Representing the interest of teachers to the Management Committee

(f) Other matters that may arise and deemed to be the Principal's responsibility by special resolution of the Management Committee.

Administration:

- Ensure that student records are complete and current.
- Ensure appropriate and timely reporting of student performance to parents, mainstream schools, and to authorities as required.
- Ensure that teacher profiles are complete and current.
- Maintain an effective inventory system for all school supplies, materials, equipment.

HOURS AND CONDITIONS

The position has no set hours of work.

Attendance at the School is required from 8.15am to 12.30pm on Saturday mornings or until all students have been collected. This would be time on duty. Additional time will need to be set aside to attend to school matters as required.

The position is a casual position. There is no annual leave or sick leave.

Long-service leave accrues and is payable after 7 years at 1.3 Saturdays per year.

Superannuation guarantee is paid in accordance with legislation.

Remuneration is \$200.00 per week, paid for school weeks, usually 39 weeks per year.

There is also a \$15 per week allowance for expenses.

SELECTION CRITERIA

ESSENTIAL

1. Native German speaker.
2. A Diploma in Teaching.
3. Current teacher registration.
4. Experienced German language teacher.
5. Knowledge of the National Australian Curriculum.
6. Ability to prepare and deliver programs according to the Common European Framework of Reference for Languages and the National Australian Curriculum that take into account the developmental, health and welfare needs of students.
7. An understanding of relevant legislation pertaining to schools and children.
8. A sound knowledge of workplace health and safety requirements.
9. Excellent interpersonal skills and demonstrated ability to work in a team environment and build rapport with colleagues and students.
10. Ability to communicate effectively with all stakeholders in a friendly and positive manner.
11. Good organisational skills, with ability to work as both an educator and administrator.

DESIRABLE

12. Understanding of the Common European Framework of Reference for Languages.
13. Knowledge and understanding of the DSD (“Deutsches Sprachdiplom”) and the Curriculum “Rahmenlehrplan” of the Central Agency for Schools Abroad.
14. Experience in staff management, school administration and resource management.