

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Principal
Division:	Italian Bilingual School
Reports To:	General Manager
Responsible to:	Board of Directors
Position:	Full-time
Location:	Italian Bilingual School
Date:	August 2026

MAIN PURPOSE OF POSITION

The Principal is responsible for the educational, operational and strategic leadership of the Italian Bilingual School (IBS) to ensure the delivery of high-quality bilingual education while fostering a safe, inclusive and positive learning environment for students and staff.

The Principal is responsible for the day-to-day management of the school, educational excellence, student wellbeing, financial accountability, regulatory compliance, staff leadership and community engagement. The Principal works collaboratively with the General Manager to implement the strategic direction of Co.As.It. and ensure the ongoing success and sustainability of the school.

KEY ROLES AND RESPONSIBILITIES

Educational Leadership

The Principal will:

- Provide leadership in the delivery of high-quality teaching and learning.
- Ensure the effective implementation of the NSW Curriculum and all NESA requirements.
- Promote excellence in bilingual education and the integration of Italian language and culture across the curriculum.
- Lead curriculum planning, assessment and reporting.
- Monitor student achievement using evidence-based practices.
- Foster a culture of student growth, transformation and educational excellence.
- Develop and implement the School Improvement Plan.
- Promote inclusive education practices that meet the needs of all learners.

Strategic Leadership

The Principal will:

- Develop and implement the School Strategic Plan.
- Contribute to the strategic objectives of Co.As.It.
- Promote innovation and continuous improvement.
- Identify opportunities for growth and educational excellence.
- Prepare reports for the General Manager and Board.
- Lead organisational change where required.

Governance, Compliance and Risk Management

The Principal is responsible for ensuring compliance with:

- NSW Education Standards Authority (NESA) requirements.
- Registration requirements for non-government schools.
- Child Safe Standards.
- Child Protection legislation.
- Work Health and Safety legislation.
- Privacy legislation.
- Employment legislation.
- Co.As.It. policies and procedures.

The Principal will:

- Maintain effective governance systems.
- Lead school registration and compliance activities.
- Manage organisational risk.
- Ensure audit requirements are met.
- Develop and maintain school policies and procedures.

Financial Management

The Principal will:

- Prepare the annual School budget in consultation with the General Manager.
- Monitor expenditure within approved budgets.
- Ensure responsible financial management.
- Assist with grant applications and acquittals.
- Ensure government funding requirements are met.
- Identify opportunities for additional funding.
- Support fundraising initiatives where appropriate.

Student Wellbeing and Child Safety

The Principal is responsible for:

- Ensuring the safety, wellbeing and educational success of every student.
- Implementing and maintaining Child Safe practices in accordance with NSW legislation.
- Maintaining student wellbeing and behaviour management frameworks.
- Ensuring compliance with mandatory reporting obligations.
- Developing a culture of inclusion, respect and wellbeing.
- Managing critical incidents appropriately.

Staff Leadership and People Management

The Principal will:

- Lead, motivate and develop all school staff.
- Foster a collaborative, respectful and high-performing workplace culture.
- Participate in recruitment in partnership with Human Resources.
- Conduct performance reviews.
- Manage performance, conduct and employee wellbeing.
- Ensure staff undertake mandatory training.
- Support teacher accreditation and ongoing professional learning.
- Promote leadership development and succession planning.

School Operations

The Principal is responsible for:

- The efficient day-to-day management of the School.
- Effective timetabling and resource allocation.
- Oversight of school administration.
- Maintenance of school facilities and learning resources.
- Business continuity planning.
- Emergency management planning.
- Ensuring efficient operational systems.

Community Engagement and Enrolments

The Principal will:

- Develop strategies to increase student enrolments and retention in partnership with Marketing.
- Build strong partnerships with parents and families.
- Promote the School within the broader community.
- Develop relationships with educational organisations and government agencies.
- Represent the School at community and professional events.
- Promote the values and mission of Co.As.It.

KEY RELATIONSHIPS

The IBS Principal needs to build extensive networks and strong consultative relationships within the organisation, as well as externally with other services and businesses. These relationships include:

Internal

- Board of Directors
- General Manager
- Teachers
- Education Support Staff
- HR
- Co.As.It. Executive Team

External

- Students and Parents
- NSW Education Standards Authority (NESA)
- NSW Department of Education
- Independent Schools NSW
- Italian Consulate
- Government agencies
- Community organisations
- External contractors

DECISION MAKING

The position is fully accountable for the quality, integrity and accuracy of the advice provided and work performed

Decisions that can be made by the position holder include:

- Day-to-day operational decisions relating to the management of the school.
- Approval of expenditure within delegated authority.
- Allocation of school resources.
- Management of staffing and operational matters within approved policies.

The following matters require approval by the General Manager and/or Board:

- Budget variations outside delegated authority.
- Major staffing changes.
- Significant policy changes.
- Capital expenditure.
- Matters requiring Board approval.

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

Essential

- Recognised teaching qualifications.
- Current NESA accreditation.
- Current NSW Working with Children Check.
- Demonstrated experience in educational leadership.
- Demonstrated ability to lead teaching and learning improvement.
- Strong leadership and people management skills.
- Experience managing school operations and budgets.
- Excellent communication and stakeholder management skills.
- Demonstrated understanding of governance, compliance and risk management.
- Commitment to child safety and student wellbeing.

Desirable

- Experience in an independent school.
- Experience in bilingual education.
- Knowledge of Italian language and culture.
- Experience in enrolment growth and school marketing.
- Understanding of CLIL methodology.
- Post graduate qualifications in Education.

KEY PERFORMANCE INDICATORS

Performance will be assessed against:

- Student learning outcomes.
- Student wellbeing outcomes.
- Compliance with all legislative and regulatory requirements.
- Successful implementation of the School Strategic Plan.
- Achievement of annual operational objectives.
- Budget performance.
- Staff engagement and retention.
- Parent and community satisfaction.
- Growth in student enrolments.
- Positive audit and compliance outcomes.
- Promotion of Italian language and culture.
- Contribution to the strategic objectives of Co.As.It.

VERIFICATION

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

POSITION HOLDER

Signature..... Date.....

SUPERVISOR

Signature..... Date.....