

## Position: Head of School

## Location: Port Macquarie, New South Wales

**About Port Macquarie Steiner School:** Port Macquarie Steiner School is a growing and rapidly expanding Steiner school located on Birpai land in the natural beauty of the mid-north coast of New South Wales. We are dedicated to providing a holistic and nurturing educational environment sustained by a living connection to Rudolf Steiner's philosophy in a modern Australian context. Our school is on the verge of an exciting transformation as we begin a transition to a new purpose-built site in 2024 while expanding into a full K-6 primary school. We are seeking an experienced and visionary Head of School to join us on this next phase of our journey and help shape the future of our school.

**Position Overview:** As the Head of School, you will assume a pivotal role in shaping Port Macquarie Steiner School's future and leading through an exciting period of growth and transformation. This role demands an energetic and collaborative individual who can effectively work within the realms of education and project management and ensure alignment with Steiner education core principles.

The Head of School is accountable to the School's Board of Directors for all aspects involving the day-to-day running of the school as well as the health and future viability of the school in general. They will work with the teachers to manage the delivery of the educational program to students and collaborate closely with the School Leadership Team in project management, fiscal, and administrative functions. The Head of School will also have the unique challenge of overseeing the multi-stage development of a new campus on a greenfield site while operating as a dual-campus School.

As we move forward into this new chapter, the Head of School will also be responsible for developing supporting roles in the leadership team, with the support of the Board, to ensure that the leadership team is effective, capable and thriving.

## Key Responsibilities:

- **Collaborative Leadership:** Proven organisational and staff management skills with the ability to build capacity in people and structures.
- **Educational Vision:** Provide visionary leadership in curriculum development, pedagogy, and the application of Steiner principles within our K-6 program.
- **Project Management:** Collaborate closely with the Business Manager and Building Project Manager to oversee the successful development of and transition to our new school site, ensuring a seamless process.
- **Community Engagement:** Build strong relationships and develop capacities in parents, staff, and the wider community, fostering enthusiasm and unity during this transformative phase.
- **Leadership Development:** Empower and mentor teachers and staff, cultivating a culture of continuous improvement and professional growth.
- **Financial Oversight:** Collaborate with the Business Manager to ensure sound financial management, including budgeting and resource allocation.

- **Strategic Planning:** Contribute to the development and execution of long-term strategic plans to guide the school's growth and development.
- **Stakeholder Communication:** Effectively communicate the school's vision, mission, and progress to stakeholders, including parents, students, and the broader community.
- **Board Accountability:** Provide high level strategic advice to the Board and work collaboratively to achieve the school's vision.

### Essential criteria:

- A deep commitment to Steiner education principles.
- Proven leadership experience in education, with a preference for Steiner school experience.
- Capacity to oversee a team undertaking capital works.
- Exceptional communication and interpersonal skills for effective engagement with diverse stakeholders.
- Demonstrated ability to inspire and lead a team.
- Financial acumen.
- Capacity to develop and grow the knowledge and understanding of Steiner philosophy in the parent and wider community.
- A willingness to engage with stakeholders, peak bodies, and educational networks including local mainstream and Steiner school communities.
- Suitable qualifications, including relevant teaching registration in New South Wales or the ability to obtain it.

**How to Apply:** If you are an experienced educational leader eager to create a lasting impact during this exciting phase of our school's development, we invite you to be a part of our journey. For an information package, please contact Ruth Gallagher, Board Chair at [ruth@portmacquariesteinerschool.nsw.edu.au](mailto:ruth@portmacquariesteinerschool.nsw.edu.au)

**Application Deadline:** Applications will be progressed as they are received and will be accepted until **Monday 6 November, 2023**. Shortlisted candidates will be contacted to discuss the selection process.

At Port Macquarie Steiner School, we are on the brink of a remarkable transformation. Join us in this inspiring journey to shape the future of our school and make a profound difference in the lives of our students.

*Port Macquarie Steiner School is an equal opportunity employer and welcomes candidates from all backgrounds and experiences to apply.*