



## Position Description: School Principal, Gumbaynggirr Giingana Freedom School (Identified Role)

### Introduction to the School

The Gumbaynggirr Giingana Freedom School (“the School”) is an independent School centred on Gumbaynggirr culture, language and philosophy. Set for opening in 2022, GGFS will be the first bilingual School of an Aboriginal language to be established in NSW and is the culmination of the vision and passion of the Gumbaynggirr people to prioritise their culture and language at the forefront of their children’s learning. The School is located in the heartland of Gumbaynggirr country in Coffs Harbour, NSW and will commence with 15 enrolments from K – 2, with a 100% Aboriginal student enrolment.

The School will be administered by Bularri Muurlay Nyanggan Aboriginal Corporation (BMNAC), through BMNAC Board, Chief Executive Officer (CEO) and Principal, which is responsible for overall School governance and strategic direction. The Principal is in turn delegated responsibility for the educational, administrative operations and leadership of the School.

The Principal will be supported by BMNAC Board, Executive team and staff, who will provide a range of support pertaining to Gumbaynggirr language and culture, as well as administrative and financial support.

BMNAC has developed effective policies and practices, cohesive and effective governance and an existing team of dedicated, capable and enthusiastic support staff. The School is a key strategy in the revitalization of Gumbaynggirr language with a goal to producing highly proficient Gumbaynggirr speakers. The School will commence at an interim site located at Coffs Harbour’s Glenreagh Street TAFE campus, and will transition to a purpose designed and built School currently in development for 2024/25. Our School is an opportunity for a vibrant and dedicated educational professional to lead a talented and committed team. The School’s employment and student enrolments will be 100% Aboriginal and will present a unique opportunity to redefine the School education system in NSW. The School staff structure will be made up of a teaching Principal, classroom teacher and two Gumbaynggirr language teachers.

### Principal – Role and Requirements

The Principal serves as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe learning environment. This learning environment needs to meet the NSW Education Standards Authority (NESA) curriculum as well as fulfilling the mission of the School, and vision of the Gumbaynggirr community.

Achieving academic excellence requires that the Principal works collaboratively to direct and nurture all members of the School staff and to communicate effectively with parents. Inherent in the position are responsibilities for scheduling, curriculum development, extracurricular activities, personnel management, emergency procedures, and facility operations.

This is an exciting opportunity for a passionate and experienced educator with high level leadership and managerial skills to successfully develop the School and then transition to the next phase of growth.

We are looking for a Principal who will operate in a collegiate manner and inspire the School community to work collectively towards shared goals. The Principal will build and maintain positive relationships with children and parents and the broader community.

The Principal needs to work effectively with the BMNAC Board and CEO, including providing them with high quality information about the School and its performance in advance of monthly governance meetings. The Principal reports directly to the BMNAC CEO.

### Purpose of the role

- Provide whole-of-School leadership;
- Ensure the cultural values, perspectives and language of the Gumbaynggirr people is at the centre of the student learning journey;
- Support and ensure high quality teaching and learning;
- Ensure the integrity of curriculum;
- Ensure the School’s regulatory and legal obligations are met;
- Manage and develop resources effectively;
- Enhance the profile and standing of the School;
- Build strong relationships with parents, families and key stakeholders.

### Organisational Objectives of the Role

- That the School deliver high quality education for all students following the values of Gumbaynggirr culture, operating within national and state educational legislative frameworks;
- That the School has a living culture of collaboration, in which all members of the School community contribute to the achievement of shared goals;
- That the School has a clear vision for the future and a shared understanding and commitment to the strategies required to achieve it;
- That the School is well-managed and financially sustainable;
- That all School staff and volunteers are encouraged and supported to take ownership and be accountable for the outcomes of their delegated responsibility.



Position Description, School Principal (continued)

### Key Responsibilities

The Principal will be expected to work with the School staff, BMNAC Board, BMNAC CEO and staff to build an inspiring collective vision and oversee the ongoing development of the School. This will be measured by achievements in the following key areas.

#### *Whole-of-School leadership*

- Cultivating Gumbaynggirr culture, language and philosophies to inform all aspects of the School operations, teaching, learning and engagement;
- Leading and strengthening a positive School culture consistent with the School's Mission Statement and the aims and objectives detailed in the Strategic Plan;
- Preparing and implementing business plans that respond effectively to the School's Mission Statement and the aims and objectives detailed in the Strategic Plan;
- Delegating effectively, inspiring and empowering teaching colleagues to contribute towards the leadership of the School and to reach their full potential;
- Ensuring that development priorities and plans are documented, reviewed and updated as necessary;
- Ensuring staffing resources are optimised to enable the School to achieve its objectives;
- Supporting and ensuring high quality teaching and learning;
- Coordinating the collaborative development of educational improvement priorities (e.g. curriculum planning, lesson planning, assessment, program review);
- Translating these priorities into effective operational plans to promote and sustain required improvements;
- Ensuring that these operational plans are reflected in performance management and appraisal processes;
- Ensuring that teachers are effectively supported, have adequate resources and that the quality of teaching is consistently high across the School;
- Ensuring that teachers have professional development opportunities available to them;
- Fostering a culture of individual achievement, supported by a robust process for monitoring progress in every student's learning and development;
- Understanding state teacher registration requirements and translation of these into a creative, collaborative process embedded within the School's administrative practice;
- Maintaining a dynamic and caring connection across the School through regular classroom practice.

#### *Curriculum and Pedagogy*

- Ensuring processes are in place for regular curriculum and program review;
- Honouring Gumbaynggirr language, cultural practice and intergenerational knowledge transfer;
- Harnessing Gumbaynggirr Elders and community to support intergenerational knowledge transfer;
- Drawing upon traditional pedagogy and on-country learning to reconnect students with Gumbaynggirr songlines, dance, language, ceremony and cultural practices;
- Harness the power of Gumbaynggirr stories to meet all aspects of curriculum.

#### *School Regulatory and Legal Obligations*

- Ensure the ongoing development of the School and oversee transition to K-6;
- Creating, maintaining and reviewing systems which ensure active compliance with all relevant legislation and regulations;
- Maintaining NSW School registration.

#### *Resource Management*

- Working with the BMNAC CEO to ensure a robust process for budgeting and monitoring of expenditure;
- Effectively managing all members of the School staff, ensuring sound planning, support and evaluation of work and clear delegation of tasks and responsibilities. Working closely with the BMNAC Board to develop and implement strategies for increasing current income streams and developing new income streams.

#### *Profile and Standing of the School*

- Representing the School to parents and the wider community;
- Overseeing the development of coherent communications, public relations and marketing strategies in conjunction with the BMNAC Board, and managing the implementation of these;
- Employing digital and other media to inform and engage with parents and the broader community;
- Organising open days and other promotional events for prospective parents and students;
- Attending relevant meetings with government bodies NSW DET, NESAC, other local Schools and at official functions;
- Fostering good relations between the School and the local community.

This position description is not exhaustive. The Principal will be required to perform additional duties which may be reasonably required by the BMNAC Board to whom the position directly reports.



Position Description, School Principal (continued)

### Position Requirements

#### *Personal attributes and skills*

- Leadership and collaborative practice - the ability to bring together different voices in the School community (staff, parents, BMNAC Board and students). Creativity and emotional intelligence - a talent for nurturing, supporting, inspiring, motivating and empowering teaching staff;
- Values culture, language and country as the foundations to the development of the child;
- Self-motivation, good organisational skills, and the ability to prioritise workloads effectively;
- Passion for the revitalisation of Aboriginal cultural practice and language;
- Passion for lifelong learning;
- Personality and skills to represent the School and Gumbaynggirr educational philosophy to stakeholders, community and parents;
- Determination and courage to tackle difficult issues and conflicts and see them through to a positive conclusion.

#### *Qualifications and training*

- Qualified teacher eligible for NSW teacher registration.
- Strong background in Aboriginal Education, preferably including Aboriginal Teacher Education qualification and active teaching experience

#### *Employment requirements*

- NSW Working With Children Clearance (WWCC)
- Satisfactory national police check
- BMNAC considers that being Aboriginal or a Torres Strait Islander is a genuine occupational requirement for this position under s 14 of the Anti-Discrimination Act 1977 (NSW)

#### *Key Selection Criteria*

- A passion for working in Aboriginal education and a deep understanding of child development within anthroposophy;
- Demonstrated ability to foster strong, collegiate relationships with and amongst staff;
- Commitment to collaborative work practices and consensus decision-making processes;
- Ability to maintain discipline, build and maintain positive relationships with students, including understanding and relating to them perceptively and sympathetically;
- Evidence of successfully developing teams of staff, including delegating effectively and managing change.
- Demonstrated ability to identify and acknowledge excellence, as well as the ability to resolve and respond to underperformance effectively and decisively, holding staff accountable for their professional conduct and practice;
- Strong strategic management skills and experience, particularly in a School environment;
- Demonstrated understanding of the current financial, regulatory and accountability requirements of independent Schools;
- Demonstrated understanding and successful planning and implementation of School development strategies, including fundraising, marketing and public relations;
- Committed to bilingual education and creating immersive spaces to support the acquisition of Gumbaynggirr language.

### Working Hours

This is a full time role which occasionally requires additional hours to fulfil. Additionally, the Principal also needs to be present at School events in the evenings and on weekends.

### Start Date

The successful candidate will commence once registration is obtained from the NSW Education Standards Authority.

### Salary and Conditions

\$145,000 - \$155,000 + Superannuation

Salary will be negotiated with the successful candidate commensurate with experience and skills.

The position will be offered initially as a three year contract with a probation period of six months. Annual performance reviews will be held and included within the employment contract.

Continued employment within the contract period will be dependent on successfully meeting the position requirements.

For more information, please contact Nathan Brennan, Programs Director, on 0447 786 887  
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