

Position Description – School Principal



Business Group

Y Schools Queensland



Classification

*Y Schools Queensland
Enterprise Agreement 2024*



Employment Type

Contract / Permanent Full-Time



Child Facing Role

Yes ☒

No ☐

Screening Requirements

All Y Queensland employees must have a:

- *National Police Check*

Role specific requirements:

- *QCT Registraion*

Reports to:

Regional Principal

Supervises:

*All School staff at the campus
and Head of Campus*

Role Purpose

The School Principal is a key member of the Y Schools Queensland campus leadership team, responsible for the strategic and operational leadership of multiple campuses. This role directly manages one campus and oversees the Head of Campus at a second site, holding full accountability for student outcomes, staff performance, and compliance across both.

The School Principal line manages all staff within their directly managed campus, overseeing all aspects of day-to-day operations, including human resources functions, timesheet approvals, leave requests, rostering, and other operational requirements. At the second campus, these functions are overseen through the Head of Campus.

Within their directly managed campus, the School Principal is supported by the Teacher in Charge and Senior Youth Worker, who provide subject-matter expertise in the Teaching & Learning and Youth Work pillars, respectively. Together, this leadership team ensures the consistent, high-quality delivery of the school's three pillars—Academic, Wellbeing, and Pathways—within a trauma-aware, student-centred approach.

Working in close collaboration with functional leads in Wellbeing, Inclusion, Teaching & Learning, and Pathways, the School Principal ensures that school-wide frameworks, processes, and specialist expertise—driven and developed by the functional leads—are effectively embedded into campus operations. The School Principal is responsible for implementing and maintaining the approved policies, programs, and processes at the campus level, ensuring fidelity to the school-wide approach. The role fosters a positive, inclusive, and values-aligned culture across both campuses, with a strong focus on capability building, student engagement, and continuous improvement.

Your Key Responsibilities

Typical role responsibilities include, but are not limited to:

1. Strategic and Operational Leadership

1.1 Provide strategic and operational leadership across multiple campuses, directly managing one campus and overseeing the Head of Campus at a second site.

1.2 As a delegate of the Executive Principal, hold accountability for meeting student enrolment and census targets for both campuses, ensuring numbers and associated income meet budget expectations through proactive enrolment, retention, and accurate compliance data.

1.3 Lead campus-specific improvement priorities aligned with the Y Schools Queensland Strategic Plan, vision, and values.

1.4 Line manage all staff within the directly managed campus, with full responsibility for recruitment, induction, HR functions, timesheet approvals, leave management, rostering, and performance management. Oversee these functions at the second campus via the Head of Campus, holding final decision-making authority on recruitment and performance management matters escalated by the Head of Campus.

1.5 Ensure operational integration of the academic, wellbeing, pathways, and inclusion pillars through collaboration with the Teacher in Charge, Senior Youth Worker, and other middle leaders.

1.6 Act as the key escalation point for major student, staff, or operational matters at both campuses

2. Capability Building and Staff Development

2.1 Lead, coach, and develop all staff within the directly managed campus, and provide leadership, recruitment oversight, and performance management support to the Head of Campus.

2.2 Strengthen teaching practice, curriculum delivery, wellbeing, youth work, and intervention programs in collaboration with the Teacher in Charge, Senior Youth Worker, and Teacher Aides, under the direction of the relevant functional leads.

2.3 Facilitate regular coaching, feedback, and professional development for middle leaders to build capability, support distributed leadership, and enable succession planning across both campuses.

3. Implementation of School-Wide Frameworks

3.1 Embed school-wide frameworks, programs, and processes—developed and driven by functional leads—into campus operations, ensuring fidelity to approved policies, programs, and processes, while adapting to local context where appropriate.

3.2 Monitor and report on implementation effectiveness, provide feedback to functional leads, and ensure all staff are trained in and consistently apply agreed approaches.

4. Financial and Resource Management

4.1 Manage the budget for the directly managed campus and oversee budget accountability for the second campus via the Head of Campus.

4.2 Allocate resources effectively to meet student needs and operational efficiency.

4.3 Support grant applications, funding submissions, and compliance with agreements, monitoring expenditure and addressing variances.

5. Student Outcomes and Engagement

5.1 Oversee the enrolment, induction, and orientation of students in line with Y Schools' policies and legislative requirements, ensuring processes are applied consistently and meet compliance standards.

5.2 Ensure that teaching, wellbeing, pathways and inclusion programs are designed and delivered to meet the needs of all students.

5.3 Identify and escalate complex student cases to relevant functional leads, ensuring timely communication of relevant information. Work collaboratively with functional leads, the Head of Campus, Teacher in Charge, Senior Youth Worker, and external agencies to support the development and implementation of recommended strategies and drive the delivery of agreed actions at the campus level.

5.4 Monitor academic achievement, wellbeing data, attendance, and pathways outcomes to identify trends and drive targeted improvement initiatives.

5.5 Ensure behaviour support, case management, and safeguarding processes are applied consistently and effectively.

5.6 Teach lessons as needed to support the operations of the school.

6. Community Engagement and Advocacy

6.1 Build strong relationships with parents/carers, community partners, industry stakeholders, and local networks to enhance student support.

6.2 Represent Y Schools in relevant forums, events, and initiatives, promoting the school's reputation and developing partnerships that benefit learning and engagement.

6.3 Engage the wider community in school events, programs, and initiatives.

7. Compliance, Risk and Safeguarding

7.1 Ensure both campuses comply with all legislative, accreditation, and policy requirements.

7.2 Lead the implementation of safeguarding practices, including risk management, child protection, and WHS.

7.3 As a delegate of the Executive Principal, hold final accountability for ensuring all WHS, safeguarding, and risk management practices across both campuses meet relevant legislative requirements and fully align with Y Schools Queensland and YMCA policies, procedures, and processes.

7.4 Ensure all staff meet compliance, safeguarding, and professional standards. 7.5 Oversee induction, mandatory training, and capability development for all staff in the directly managed campus, and through the Head of Campus for the second site.

7.6 Identify, assess, and manage operational risks, escalating issues to the Regional Principal or Executive Principal as required.

Safeguarding Children Requirements

The status for your position as either child-facing or non-child-facing is outlined on page one of your position description. The YMCA has requirements for both child-facing and non-child-facing roles which are indicated below.

Safeguarding Children - Child-Facing Roles

- Declare anything you become aware of through the course of your engagement with the YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people.
- Act as an extended guardian towards children and young people where you have interactions and always take reasonable steps to prevent abuse and neglect.
- Adhere to all policies and procedures relating to safeguarding children and young people and the Safeguarding code of conduct.
- Update your details whenever these changes, with the relevant department administering the working with children check or equivalent in your state/ territory of residence, as required by applicable laws.
- Report any suspicions, concerns, allegations or disclosures of alleged child abuse/ neglect in line with procedures.

General Requirements

- Support the management of a workplace that supports diversity including gender, cultural and generational diversity; provide equal employment opportunity and foster a respectful, inclusive workplace.
- Comply with all Policies and procedures
- Maintain confidentiality of all YMCA information, records and files.
- Complete the YMCA Induction and other required training as required by organisational policy and procedures.
- Uphold, promote and comply with the policies, mission and values of the YMCA.
- Any other duties as determined by the Chief Executive Officer as required.

Health and Safety

WHS Responsibilities for All Employees / Volunteers

- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- Be familiar with the YMCA WHS Policy and other health and safety policies, procedures and requirements.
- Accept responsibility and accountability for compliance and cooperation with all WHS policies, procedures and practices established by the YMCA.
- Report all hazards, near-misses, incidents and injuries in accordance with organisation policy and procedures.
- Wear appropriate clothing, footwear and protective equipment for the work performed and work environment.
- Properly use equipment, including any relevant safety equipment or devices.
- Participate in discussions and consultation on the management and resolution of WHS risks.
- Accurately complete all required WHS documentation relevant to position and work activities being undertaken
- Continually monitor the workplace for hazards so as to minimize the risk to both customers and staff.
- Make suggestions for improvements to health and safety practices within the workplace.

- Take reasonable care for your own health and safety and that acts or omissions do not adversely affect the health and safety of others.
- Comply with any reasonable instruction that is given by the YMCA for ensuring health and safety.

Key Physical Requirements

- Walking / standing – Frequent
- Sitting – Constant
- Squatting/ bending/kneeling – Occasional
- Working outdoors – Occasional
- Fine motor skills (keying, typing) – Frequent
- Gross motor skills (e.g. setting up, packing up) – Occasional
- Lifting/carrying up to 10kg – Occasional to Frequent

(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

Qualifications, Licenses and Professional Registrations:

- QCE Qualifications
- National Police check
- CPR & First Aid

Your Key Capabilities in Relation to Position

- Current registered teaching qualifications, with postgraduate qualifications in Education and/or Educational Leadership.
- Significant and successful leadership experience in an educational setting, including multi-campus oversight and direct line management of senior or middle leaders.
- Demonstrated knowledge of the educational challenges facing disengaged young people and the innovative, evidence-based methods required to achieve wellbeing, academic, and pathways outcomes.
- Proven ability to embed school-wide frameworks, policies, and programs—developed by functional leads—into campus operations, ensuring fidelity and consistency across sites.
- Highly developed interpersonal and communication skills, with the ability to build strong relationships with students, staff, and stakeholders, and to plan and apply behaviour support strategies that foster safe and supportive learning environments.
- Demonstrated strategic thinking, analytical skills, and the ability to influence the educational agenda to improve outcomes for disengaged young people.
- Proven experience in leading, coaching, and developing staff, including the provision and receipt of constructive feedback to enhance performance and program delivery.
- Demonstrated capacity to develop and maintain an organisational culture aligned with Y Schools Queensland’s vision, mission, and values.

- Achievement of Y QLD's Safeguarding Children Training Certificate and commitment to annual refresher training.

Desirable:

- Experience in the Special Assistance School (SAS) sector or similar setting.
- Senior education leadership experience in a senior campus context.