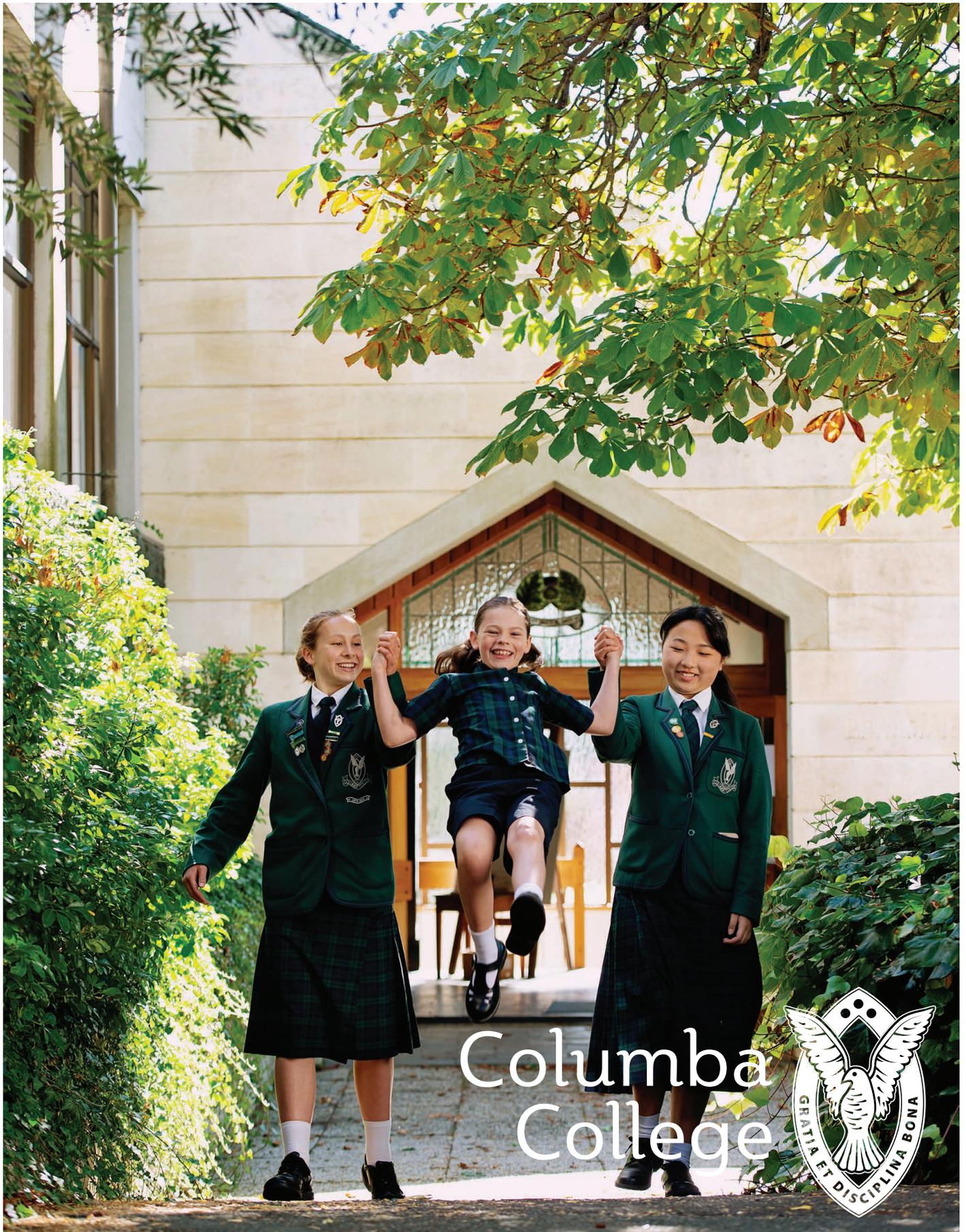


PRINCIPAL

COLUMBA COLLEGE, DUNEDIN



Columba
College



THANK YOU

For your interest in the position of Principal of Columba College.

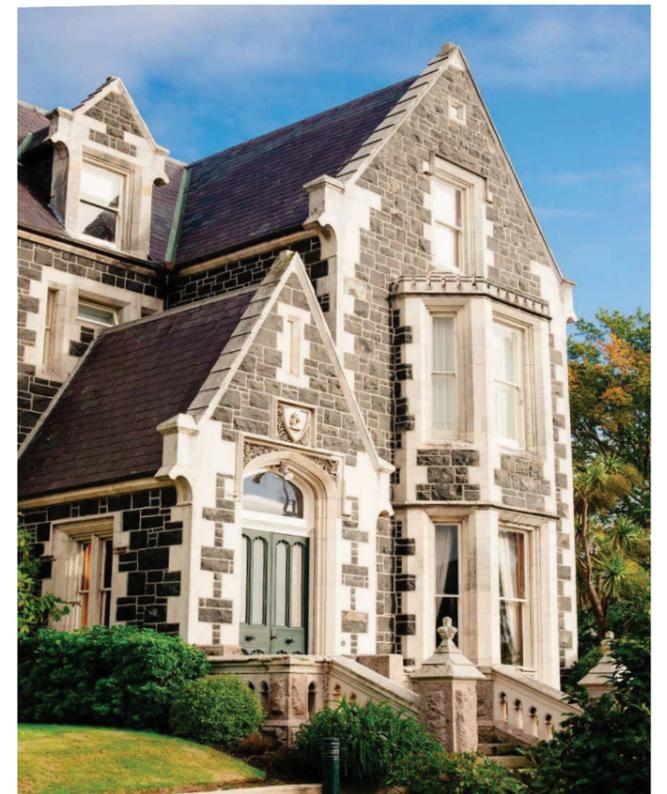
We have put this brochure together to provide you with more information about the specific skills and characteristics we're looking for in the candidates and to give you a better insight into the College's profile.

If you have any questions or need any further information, do not hesitate to contact

Graham Ewing, EQI Global

+64 21 350 444

graham.ewing@eqiglobal.com



OVERVIEW

Columba College was established in 1915 by the Presbyterian Church of New Zealand. As a state-integrated day and boarding school in Dunedin, the College has established a fine reputation for its commitment to supporting students to achieve personal excellence, across all dimensions, from personal development to academic achievement to involvement in a wide range of sports, cultural activities and service projects. The Presbyterian ethos of the College is reflected in the positive focus on Christian values evident in all aspects of College life.

Thoughtfully combining innovation with rich traditions, the College is attractive to families from Dunedin and Otago, nationally and internationally. The College places great emphasis on the creation of a supportive and nurturing environment, which allows students to discover their full academic potential and to explore where their personal interests lie. The College places great emphasis on developing and maintaining a thriving community where students are realising their full academic potential and their social, emotional, physical and spiritual well being is supported.

The positive culture of the College, its family atmosphere and outstanding reputation mean that the College has a very healthy roll. The domestic student roll is capped at 565 students. This roll is allocated approximately as 120 junior school places and 230 middle school students and 215 senior school places.

Students speak warmly and positively about their school; they identify very strongly with the College's values and have a real sense of belonging and connectedness.



OUR MISSION STATEMENT/MOTTO

With grace and good discipline, we are dedicated to all Columba College students being lifelong learners committed to personal excellence, ethical behaviour and service to others. We want them to participate and contribute as informed, responsible and compassionate citizens of Aotearoa and the global community.



GRACE

Good discipline
Grit

Respect
Responsible risk-taking

Aroha
Autonomy

Citizenship
Collaboration

Excellence
Engagement

CAMPUS

Located in the attractive hill suburb of Roslyn, close to the Dunedin CBD, the three hectare college campus reflects both the College's long history and its commitment to contemporary education. It combines beautiful historic buildings, such as Bishopscourt and the original Hill Jack homestead, with modern teaching facilities. The College grounds are attractive; the mature trees and flowering shrubs create inviting areas for relaxation. Senior students benefit from access to well-equipped science labs, digital technology facilities, Cloud Suite, a generous art suite and a welcoming, comprehensive library. Located on the Hill Jack campus, the Junior School classrooms provide warm, nurturing spaces, complemented by adventure playgrounds and hard play spaces.

The purpose-built Marsh Sports Centre, opened in 2006, offers international-sized netball, basketball and badminton courts as well as a fitness room, showers and changing rooms and is used from 7am until 9pm daily by the College community.

We are very excited about the development of our new boarding village, with stage 1 of this new facility due to open February 2023.

“Columba College has not only been a school for me, but a home for the past 4 years. It consists of a wonderful community of staff and students who have supported me through my journey at Columba. There is no doubt that this whanau, driven by our values of GRACE, have allowed me to break through the barriers which were once preventing me from reaching the achievements I now know I am capable of. The Columba family has a place for everyone, a place in which they can be supported as they strive towards their goals whatever they may be.”

Hannah Coe, Head Prefect 2023



ACADEMIC

The commitment to personal excellence, to each student being supported to achieve what represents their best, translates into outstanding academic results.

Scholarship results are another area of significant strength for the College while the 2022 Y13 cohort gained 44 tertiary scholarships. The students say they feel well prepared for national qualifications and enjoy their success, but they are clear that the College ethos values learning in and of itself.

2021 RESULTS

	% Achieving NCEA	% Excellence	% Ex/Merit
Level 1	96.9	52.4	74.6
Level 2	100	31.9	75.0
Level 3	96.9	21.0	56.5
%UE	90.6		

In the Junior School, which is co-ed, small class sizes combined with dedicated and committed teaching ensure students receive individual attention; good learning intervention programmes mean that students receive timely and focused support. Parents comment that their children are very much seen as individuals and that they love going to school.





PASTORAL

Columba students speak positively and warmly about the quality of the pastoral care network at the College. They recognise the supportive and encouraging environment their teachers create and they have a clear sense that they are known and recognised as individuals – they value this aspect of their Columba experience very highly. They know who to go to and how to access support when needed. Students appreciate the support and guidance they receive from Senior Staff Deans, the College Chaplain and counsellors. The College invests in developing capacity in the pastoral care team; the Wellbeing@School project is indicative of this.



SPECIAL CHARACTER

The College community has a deep commitment to the teaching of Christian values within the Presbyterian tradition; it has continuing strong links with the local Presbyterian churches and with Synod. It has an inclusive environment with students from a range of cultural and faith backgrounds. The Chaplain leads the Middle and Senior School in worship at the weekly Chapel service, while Religious Education is a part of the College curriculum. Faith in action is evidenced through the community outreach programmes and community service.

The students belong to one of four Houses and House spirit

– whether it is a debating competition or in the annual cross-country – is something the students enjoy and value. They feel the contact and fun shared with the younger cohort is an important part of the Columba experience.



CO-CURRICULAR PROGRAMMES

Parents cite the wide range of co-curricular activities on offer as one of the reasons they chose Columba for their child. The College's reputation in cultural and sporting activities is very strong and participation levels are high. Students are enthusiastically committed to their chosen activities.

Over 60% of students are involved in arts activities with strong programmes in music and drama.

Debating is a particular strength of the College with a number of regional and national representatives.

85% of students play sport, choosing from 33 different codes, from rowing to netball to curling to touch rugby. Over 80 students represent their region, with 12 at national level. Currently the College holds many regional titles and 4 South Island titles. The Sports Council supports the College in providing high quality coaching, resources and facilities. Annual inter-house competitions are energetically contested, while friendly rivalries are maintained across a number of inter-school tournaments.



BOARDING

The quality of the boarding experience at Columba is cited by rural parents as a very important element in the decision to send their daughter to the College and boarding is a key element of the Columba offering. Students come primarily from the Otago and Southland region but boarding attracts students from far afield, including international students. The boarding houses are at the heart of the campus and boarders have ready access to College facilities as well to the comfortable, spacious and welcoming boarding facilities. The Head of Boarding and International students has an experienced and capable team to support her. In February 2023 we are looking forward to opening stage 1 of our new boarding village.



INTERNATIONAL STUDENTS

The Head of Boarding and International Students leads well-being and pastoral support initiatives and teaching staff to ensure that our 15 international students are appropriately supported and achieving academically.





POSITION PROFILE

Principal | Columba College

Reputation for academic excellence and achievement

Dunedin, Otago, New Zealand



JOB ADVERTISEMENT | PRINCIPAL

Columba College has an enviable reputation for academic excellence and all-round achievement. The College is a special character, state-integrated school providing co-educational schooling from Years 0 to 6, and girls' day and boarding education from Years 7 to 13 including international students. With a roll of 565, the family atmosphere of the College creates a sense of belonging and community engagement.

Built on Presbyterian foundations and operating since 1915, Columba College retains links to the Presbyterian Church but welcomes students of other beliefs to enrich its cultural diversity. Encouraging excellence in academic, sporting and cultural pursuits, Columba College prepares its students to contribute and succeed wherever their life path takes them. The College provides a holistic approach to education in a supportive and caring environment that produces lifelong learners who participate and contribute as informed, responsible and compassionate global citizens. The College has an attractive campus and an exciting vision and strategy for the future.

The Columba College Board is seeking a visionary Principal who will engage with and inspire staff, students, families, alumni and the wider community. The Principal will embrace and represent the special character and traditions of the College whilst promoting an environment where students can reach their full potential.

Applicants will demonstrate the following:

- An innovative and visionary educational leader with a reputation for inspiring and empowering.
- Senior leadership experience within a complex school setting.
- An appreciation for the challenges of state-integrated education across Years 0 to 13.
- Highly developed relationship, communication and organisational management skills.
- A commitment to the special character, values and traditions of the College.
- A progressive and up-to-date commitment to pedagogy and achievement.

This is a rare opportunity for a proven educational leader to provide inspirational leadership to one of New Zealand's highest performing state-integrated schools.

For further information on Columba College, please visit their website; www.columbacollege.school.nz

Confidential enquiries can be made to Graham Ewing or Lynell Bell of EQI Global on +64 3 377 7793 or email at search@eqiglobal.com. A position description and additional information can be viewed and downloaded at www.eqiglobal.com.

Applications for the role close on Friday 24 February 2023. All applications will be acknowledged via email.



KEY ACCOUNTABILITIES | PRINCIPAL

1. PROFESSIONAL LEADERSHIP

The Principal will

- Draw upon a comprehensive understanding of contemporary educational approaches to inform effective teaching and learning programmes
- Provide professional direction by encouraging vision and innovation in classroom programmes, ensuring the delivery of quality learning programmes which meet the learning needs of all students
- Ensure the implementation of College assessment and reporting policies, while ensuring student achievement data is collected and analysed to inform teaching and learning programmes
- Ensure reviews and audits are analysed and recommendations enacted
- Demonstrate a commitment to professional learning across all dimensions of leadership practice
- Ensure policies, guidelines and professional learning programmes are in place to ensure the provision of a safe, effective and supportive learning environment for all students

2. STRATEGY DEVELOPMENT

The Principal will

- Ensure there is a focus on the development of a comprehensive understanding of the developments in the cultural, social and economic contexts in which the College operates in order to make informed and relevant contribution to the strategic planning programme
- Work with the School Board and Board of Governors to develop effective and targeted long term plans
- Accountable for the delivery of the strategic direction of the College through the targeted and considered application of College resources

3. SPECIAL CHARACTER

The Principal will

- Ensure that policies and programmes are in place to support and enhance the special character of the College
- Work with the College Chaplain and the Otago Synod to ensure the maintenance of the Presbyterian ethos of the College
- Work with the Head of Boarding & International Students to ensure that the special character of the Boarding Houses is fostered

4. PASTORAL CARE

The Principal will

- Understand and respond to the challenges presented by our diverse student population
- Work collaboratively with stakeholders to provide for the social, emotional, intellectual, physical and spiritual wellbeing of each student
- Be supportive of the cultural diversity, strengths and contribution of all members of our community
- Keep up to date with local and international initiatives focused on improving pastoral care outcomes, advising on developments and appropriate amendments to policy and procedure

5. MARKETING, PROMOTION AND COMMUNITY ENGAGEMENT

The Principal will

- Be an ambassador for the College at all times, actively promoting the benefits of a Columba College education, to ensure a full roll and high application levels, for both the day and boarding rolls
- Support the Head of Boarding and International Students to promote the College internationally to achieve the roll targets in the Strategic Plan
- Ensure the College has an effective and sustainable marketing programme in place
- Ensure that the College uses a wide range of communication strategies to promote the College's activities, achievements, viewpoints and points of difference
- Ensure that the community engagement and alumni goals for friend-raising and fund-raising are achieved
- Build, promote and enhance the College's public profile at events, forums, speaking engagements etc.

6. HUMAN RESOURCES

The Principal will

- Take all reasonable steps to ensure that the College is fully staffed with academic and support staff of high calibre
- Ensure that the College has in place a comprehensive HR management plan for recruitment, supervision and performance management
- Ensure that the College has an effective professional learning programme and workforce development plan in place, which meets individual aspirations and needs, the requirements of the Professional Standards for Teachers for registration, and anticipated future needs of the College
- Ensure that the teaching as inquiry approach is used effectively for the benefit of teachers' professional practice and for the identification of student learning needs
- Ensure the College has an effective talent management programme in place for all staff
- Proactively and effectively manage conflict, working to achieve positive solutions where possible or to follow fair and reasonable employment law processes as needed
- Promote positive wellbeing outcomes

7. BUSINESS PRACTICES

The Principal will

- Work with the School Board, the Board of Governors and the General Manager to develop prudent and effective financial plans to meet current and future College needs
- Ensure the focus of expenditure is on the enhancing the student learning environment
- Ensure that budget development follows budget development guidelines and is linked closely to the College's strategic plan
- Work within Board financial delegations to achieve budget delivery
- Ensure effective financial controls, monitoring and reporting are in place
- Ensure that all policies, practices and resource allocations are observed in full and that a safe, secure, positive and supportive environment is created for all students and staff

8. PROPERTY AND RESOURCES

The Principal will

- Work with the School Board and Board of Governors to ensure that the College is a safe, secure environment for all and that the College meets all statutory requirements, particularly requirements under Health and Safety legislation
- Work with the School Board and Board of Governors to ensure that there is an comprehensive campus development plan in place
- Work with the School Board and Board of Governors to ensure existing campus facilities are maintained and enhanced to an appropriate standard
- Work with the School Board and Board of Governors to ensure that there are comprehensive resource management plans in place for all equipment and resources

9. HEALTH AND SAFETY

The Principal will

- Work safely at all times, ensure that all activities are carried out in accordance with the College's Health and Safety policies and procedures and comply with relevant statutory requirements and legislation
- Identify and report hazards and assist in resolving issues that may cause harm to students, staff, contractors and visitors
- Actively promote and assist in the development of policies, procedures and work practices which support pro-active risk management and a safety culture
- Make recommendations to safety and pro-actively confront others about violations

10. COMMUNITY

The Principal will

- Work effectively to build and maintain strong relationships between the College and stakeholder groups
- Ensure there is regular, timely, open communication between the College and stakeholders, utilising a range of communication strategies
- Work with the School Board and Board of Governors to ensure there are regular avenues of consultation to ensure a strong student voice and opportunities for parent viewpoints to be established
- Ensure that the College has an efficient and thoughtful Critical Incident Plan in place
- Build positive and productive relationships with the Alumni Old Girls' Association and the Parents' and Friends' Association

11. SCHOOL BOARD AND BOARD OF GOVERNORS

The Principal will

- Work with both Boards to ensure an appropriate and effective flow of information, which supports informed, timely and sound decision-making by the Boards
- Work to promote a positive, productive working relationship with both Boards, utilising a solutions-based approach to issues
- Conscientiously work to implement decisions made by the Boards
- Work effectively with the Boards in developing policies and review processes
- Work productively with the Boards to develop the performance management plan for the Principal
- Ensure that the Memorandum of Understanding between the two Boards is observed and supported

12. STATUTORY AND REPORTING REQUIREMENTS

The Principal will

- Work with the Board to ensure compliance with all relevant statutes and regulations and with monitoring and reporting requirements

LEADERSHIP CAPABILITY | PRINCIPAL

Consultation with students, staff, parents, alumni and the Columba Boards has established the leadership capabilities sought in the next Principal.

Applications are welcomed from candidates who have the capacity to deliver on the criteria outlined below, with the support of the Columba community.

VISION AND VALUES

- Demonstrate an empathy with, and a commitment to, the special character of Columba College
- Actively support the Christian values and Presbyterian ethos at the heart of College life
- Have a vision for the College focused on supporting all students to achieve personal excellence across all dimensions, with “grace and good discipline”
- Be future focused in thinking, creating an innovative environment balanced by strong traditions
- Ensure high quality teaching and learning programmes which create a positive culture of excellence, enterprise and support
- Have an approach which is reflective and balanced and which fosters a collaborative community
- Have a global view of education and will value the creation of strong global connections

RELATIONAL

- Have a warm and approachable manner which promotes empathic, strong, positive relationships with students and all stakeholders
- Have a keen sense of humor
- Be highly visible, demonstrating connection and commitment to the College community
- Be recognised as someone who is motivated by kind intent and who is focused on the well-being and development of students and staff
- Value and support the role boarding has in the life of the College
- Be articulate and confident, with excellent communication skills across a range of media
- Model equitable decision-making processes which encourage open discussion
- Be an effective, professional ambassador for the College, locally, regionally and nationally
- Be able to have professional and productive relationships with the School Board and Board of Governors
- Have the foresight, ability and discipline to look at the horizon and take others along
- The ability to use perspective, evidence and tools to understand context and “prepare for whats to come”

PRACTICES

- Have a good understanding of change management practices and the ability to manage projects to ensure positive outcomes
 - Have a demonstrated capacity to develop and implement clear, evidence-based improvement plans and innovations, which build on and enhance the College’s culture
 - Ensure that the College’s human, physical and financial resources are effectively allocated and managed
 - Have a good understanding of digital and other technologies and of their ability to extend and complement programmes
 - Have a commitment to maintaining and further developing systems and approaches which ensure the academic rigour of College programmes
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EQI GLOBAL | GRAHAM EWING

Executive Search & Recruitment

76 Victoria Street, Christchurch

+64 3 377 7793

+64 21 350 444

search@eqiglobal.com

