

Associate Principal - Job Description

Responsible to:

- Principal
- Board of Trustees

Functional Relationships:

- Principal, Senior Leadership Team, staff, community and students

The primary roles of the Associate Principal:

- Promote and develop the principles, values and ideals of the school
- Actively support the Principal in the leadership of the school and achieving strategic objectives
- Focus on improving student learning and achievement
- Provide professional leadership in furthering the school wide development priorities
- Lead the daily operation of the school
- Provide leadership and organisational expertise with assigned special activities and school projects
- Be an active, participating and contributing member of the Senior Leadership Team
- Commit to a process of continual improvement
- Commit to innovative thinking, being future focused and actively seeking ways to improve the school
- Be involved with the appointment, management and development of staff

Areas of Leadership	Expected Outcomes
Professional Leadership	
<p>Provide professional educational leadership that always promotes and furthers the vision, values, objectives and priorities of the school</p> <p>Active involvement in determining and achieving the strategic objectives and future direction and of the school</p>	<ul style="list-style-type: none"> • Promotion of high professional expectations, standards and an attitude of excellence • Understands and applies current practices for effective leadership and management • Demonstrates the ideals and behaviours that exemplify the vision and principles of the school and what is expected of the teaching professional • Active as a key support for the Principal in the leadership and management of the school • Deputise for the Principal in periods of absence • Provides leadership within the Senior Leadership Team in a manner which supports effective school organisation and improved learning outcomes for students • Provides professional leadership within the delegated areas of responsibility • Lead school wide professional learning and development as required • Active involvement in managing, monitoring and achieving the school strategic objectives • Being fully involved in determining the future strategic direction and the process to progress forward • Reflects on own performance evaluation and demonstrates a commitment to own on-going learning in order to improve performance • Other relevant leadership responsibilities, duties and projects as determined by the Principal

Curriculum Leadership	
<p>Student learning and achievement is at the heart of effective curriculum development</p> <p>The school curriculum is well designed and effectively delivers quality student learning and high standard of achievement</p>	<ul style="list-style-type: none"> ● Demonstrates a thorough understanding of current approaches to effective teaching and learning ● Operates as a teacher with delivery of NZC for a group/s of students each year <i>(The number of learning groups will be determined by the Principal)</i> ● Champions the improvement of student learning and achievement ● Applies effective data collection, analysis, interpretation and reporting for student achievement data ● Remains up to date with achievement evaluation and assessment techniques ● There is clear alignment of curriculum, pedagogy, assessment and reporting across parts of the school ● Leadership of the academic development function within the school - <i>Curriculum Leadership Group</i> ● Leadership of the annual curriculum design, management and review process
Policy and Programme management	
<p>Management of operational policy and procedures to ensure the organisation is operated effectively</p> <p>organisation</p>	<ul style="list-style-type: none"> ● Initiates, plans and manages in association with the Principal and other staff, policies and programmes which meet national requirements that are consistent with the school's charter and strategic planning ● Understands the implications of New Zealand's changing cultural, social and economic context and ensures that these changes are reflected in the policies and programmes within the delegated areas of individual responsibility ● Manages the process for ensuring the operational policy and procedures are accurate, meet regulations, are fit for purpose and regularly reviewed
Human Resources and management	
<p>Human resources are productive and contribute directly to furthering the objectives, values and vision of the school</p> <p>Staff development and the promotion of wellbeing is a deliberate focus</p>	<ul style="list-style-type: none"> ● Assist the Principal and Business Manager in the delivery of an effective staffing model across teaching and non-teaching aspects of operations ● Leadership of the appointment and induction process for teachers and support staff ● An effective staff induction process operates for new employees ● Management of PC@Work and other relevant human resource documents and processes ● An effective staff development and wellbeing programme exists that supports staff to be excellent employees ● Maintaining a staff culture that is values based, fosters positive relationships, encourages autonomy and trust, and resulting in high levels of productivity ● Staff are encouraged to develop a healthy work/life balance with appropriate support provided to those staff at risk ● Motivates and encourages staff to improve the quality of teaching and learning ● Supports staff to develop new skills and take on new responsibilities including leadership opportunities ● Support staff to implement new ideas where appropriate

	<ul style="list-style-type: none"> Actively participates in the school's performance management systems and makes recommendations to the Principal on appropriate professional development opportunities for staff
School Organisation and Planning	
<p>The school operates efficiently and effectively throughout the year</p> <p>School events, activities and programmes contribute to creating an active, vibrant, positive and inviting culture</p> <p>Student behaviour is managed effectively and appropriately to create a safe and positive environment on campus</p>	<ul style="list-style-type: none"> Leadership of the daily operations and activities on campus The year calendar, programming and scheduling of key events and activities is managed and communicated effectively Relevant daily operations, responsibilities and tasks are delegated where appropriate Events are well organised, communicated, executed, with relevant risk analysis and suitable debrief A wide range of opportunities for student participation and contribution exist that extend across academic, sporting, cultural, arts and service areas Active involvement in campus activities and events, including major school events School student management procedures and processes are applied appropriately Strong pastoral care standards exist across the school that support student wellbeing and conduct
Communication and connections	
<p>Drives high expectations for all forms of communication throughout the organisation</p> <p>The maintenance and promotion of effective relationships and connections with all stakeholders</p>	<ul style="list-style-type: none"> Develops and maintains positive and productive relationships with staff, students and their whanau Fosters relationships between the school and the community Communicates effectively both orally and in writing to a range of audiences Provides information to the Principal on areas of delegated individual responsibility in order to assist with effective day to day management and strategic planning in the school Establishes and maintains good communication processes with staff, and between staff and members of the Senior Leadership Team Schoolwide communication systems and processes are effective to support employees to perform their job and further the school objectives Communication outcomes for other relevant stakeholders provide accurate, timely information, in a professional manner Understands and operates within the limits of the delegated authorities and adopts a consultative approach with the Principal and other staff on issues relating to school policy Staff have the opportunity to share ideas, provide feedback and comment on aspects of school operation
Resource and Asset management	
	<ul style="list-style-type: none"> Effective and efficient use of available financial resources and assets, within delegated areas of authority, to support improved student learning and achievement, and furthering school objectives

A range of other individual professional responsibilities will be assigned based on the Associate Principal personal strengths, skills and through a process of discussion and negotiation.



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