



JOB DESCRIPTION

POSITION TITLE: Principal

RESPONSIBLE TO: The Board of Trustees through the Board Chairperson

WORKING RELATIONSHIPS: Board of Trustees, Staff, Parents/Caregivers, Students, External Agencies including the Ministry of Education, Education Review Office, EdTech, and NZSTA, Auckland University, AUT University, and the NZ Association of Normal Schools.

PRIMARY OBJECTIVES: The Principal is responsible for the professional leadership and day-to-day management of the school, compliance with legal requirements, the implementation of the Board's policies and plans, the direction and supervision of all staff, and the educational achievement and general well-being of all students.

KEY RESPONSIBILITIES:

1. Lead, co-ordinate and facilitate the learning community

To continue to grow and develop a school where learning continues to be a highly valued activity by all members of the school community

KEY OBJECTIVES (Pedagogy)	RESULTS EXPECTED
Ensure that learning continues to be the central focus within the school	<p>The school vision and the teaching and learning philosophy are shared and lead to improved learning.</p> <p>Ensures that teachers seek learning success for students and continue to learn new skills, new approaches, and widen their curriculum knowledge.</p> <p>Encourage parents to work in partnership to gain stronger student learning.</p> <p>Staff are encouraged to develop, implement and evaluate high quality innovations to improve student learning.</p> <p>Ensures that sound processes are in place to monitor and record outcomes of student learning.</p> <p>Cumulative records are kept that effectively show the ongoing improvement of overall student learning.</p> <p>Reflects on outcomes of student learning and implements strategies for improvement.</p> <p>Ensure teaching techniques include and incorporate recent research-based developments that are linked to student progress.</p> <p>Analyses and makes effective, timely responses to school self-review, external audits and outcomes of student learning.</p>

2. Professional Development

To maintain an understanding of developing trends in education, keeping up to date in school leadership and curriculum development and participating in principal development activities.

KEY OBJECTIVES (Pedagogy)	RESULTS EXPECTED
Build professional and personal development skills to provide better educational leadership of the school.	<p>The Principal's educational leadership within the school goes from strength to strength.</p> <p>Participates in the Professional Development Conferences provided by Principal organisations where appropriate.</p> <p>Actively foster professional relationships with other Principals and agencies.</p> <p>Develops an active, reflective-practice approach with fellow Principals, to improving professional competence.</p> <p>Discuss, examine and reflect on educational leadership and management practices with the management team.</p> <p>Take advantage of staff meetings and other occasions to promote new learning focused ideas and practices.</p> <p>Visit other schools and host visits from other educators to learn about their practices.</p> <p>Incorporate new leadership, learning focus and educational ideas within the school</p>

3. Demonstrate inspirational leadership

To demonstrate a leadership style that inspires, motivates, encourages the best in the staff to grow the student-learning environment.

KEY OBJECTIVES (Culture)	RESULTS EXPECTED
Be able to articulate a positive educational vision for the school with passion	<p>Be recognised as an inspirational leader that motivates and supports staff to improve the quality of teaching and learning.</p> <p>Actively demonstrates the school's Values.</p> <p>Be able to work proactively with the Board of Trustees and Parent Teacher Association towards the development of a shared vision for the future of the school.</p> <p>Proactively asks for feedback from staff members, the community and the Board to create ongoing learning to improve individual and team performance.</p> <p>Develops and builds school staff expertise, skills and careers through the use of performance management, provision of professional development and encouragement of self-development.</p> <p>Encourages and ensures that all staff have opportunities to access professional development.</p> <p>Actively seeks high quality teaching staff to join the school.</p> <p>Uses the strengths of teachers and all staff to greatest effect.</p> <p>Reviews staff turnover and implements effective strategies to retain high quality staff.</p>

4. Manage and develop the school culture

To continue to collaboratively build a school culture where learning is paramount, and all individuals are encouraged, respected and challenged intellectually, physically and socially.

KEY OBJECTIVES (Culture)	RESULTS EXPECTED
Continue to build collaboratively a school culture based upon respect	<p>That students and staff feel that the school environment is safe.</p> <p>Creates a school workplace that people feel is a good place to work.</p> <p>Ensure that there are systems in place to provide regular feedback on the school culture.</p> <p>Students and staff will have the opportunity to experience success and feel valued.</p> <p>Allows for points of view to be expressed for the betterment of the school to enhance teaching and learning.</p> <p>Any disputes resolved in a fair and equitable way taking into consideration the dispute processes in accordance with Board Policy.</p>

5. Strategic Management contribution and achievement

To actively contribute to the ENPS Strategic Plan and successfully implement the Strategic Plan with the support of the Board, the Staff, Parents and children.

KEY OBJECTIVES (Systems)	RESULTS EXPECTED
Contributes to the Strategic Plan and leads the implementation of plan within the school and community	<p>Exhibits leadership by working with the Board to create a Strategic Plan to implement within the school.</p> <p>Works with the Board to set challenging learning achievement targets in the Strategic Plan.</p> <p>Works with the Board to ensure that the Strategic Plan is updated regularly to take account of changing circumstances.</p> <p>Keeps up to date with issues that could impact on the school.</p> <p>Considers ways in which the school needs to adapt to reflect cultural, social and economic changes.</p> <p>Ensures that the bicultural nature of New Zealand is honoured and promoted.</p> <p>Recognises and responds to the needs and aspirations of all students.</p> <p>Encourages high achievement in academic and sporting activities.</p> <p>Analyses barriers to student learning and ensures the provision of quality learning opportunities for students with special education needs.</p>
Manages the school's financial and asset management successfully	<p>Effectively and efficiently uses available financial resources and assets to support improved student learning outcomes with staff involvement.</p> <p>Provide the board with timely and accurate information and advice on student learning.</p>
Ensures the school is a physically safe and clean environment	<p>Effectively manages and administers finance, property, health and safety.</p> <p>Operates an effective budget planning system and works within</p>

Ensures all statutory and reporting requirements are completed	<p>available resources.</p> <p>Works effectively and efficiently with the BOT in controlling, monitoring and reporting on the use of finances and assets.</p> <p>Effectively supervise the school's administrative systems.</p> <p>Provide for the acquisition, management and upkeep of the school's equipment and resources. Provide advice to the BOT on the maintenance, development and enhancement of the school property and facilities.</p> <p>Ensures all relevant statutes and regulations are complied with.</p>
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6. Take responsibility for school communication

To partner and foster relations between the school and our community through effective communication to achieve a connected and engaged learning community.

KEY OBJECTIVES (Partnerships and Networks)	RESULTS EXPECTED
Ensures smooth communications across the school and community	<p>Develops and executes an effective communication plan.</p> <p>Ensures that appropriate knowledge is freely available to those who need it by ensuring school communication channels work well.</p> <p>Ensures that the core culture of the school is reflected through all communication links.</p> <p>To work with the Board to ensure that the Board of Trustees is provided with appropriate communication to support and influence the core culture.</p> <p>Ensures that oral communication is effective and written communication is clear and succinctly for a variety of communication settings and styles.</p>

7. To represent the school in community and educational matters

Represent and act for the school as the liaison, school-community educational leader.

KEY OBJECTIVES (Partnerships and Networks)	RESULTS EXPECTED
Be the identifiable leader of the school community by speaking and acting on behalf of the school	<p>Promote the school as an outstanding school of teaching and learning.</p> <p>Ensure that members of the wider community identify the Principal with the school in a respected manner.</p> <p>The principal has the confidence of the teachers, students and parents to act on their behalf.</p> <p>Brings to the school ideas, learning focus knowledge and examples from other educational settings.</p> <p>The distinctive values and achievements of our school are widely acknowledged in the community.</p> <p>Represents the school well in a variety of communication settings.</p>

8. Lead, co-ordinate and/or facilitate the specialist function of a Normal School

To ensure that the school is promoted as a leading Normal School and fulfils all the requirements and expectations of its role as a training school for teacher trainees.

KEY OBJECTIVES	RESULTS EXPECTED
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<p>Ensure that the school operates as a successful Normal School</p>	<p>Maintains positive relationship with the Dean and staff at the Facility of Education at the University of Auckland and AUT University.</p> <p>Attends Normal School Principal Meetings to ensure that the school is represented.</p> <p>To meet at regular intervals with the University Dean and staff to discuss school and university curriculum teaching concerns, and school development trends. To meet regularly with the TSND to discuss school and university liaison matters.</p> <p>To welcome student teachers into the school and be part in the orientation process.</p>
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