

JOB DESCRIPTION

JOB TITLE	Principal
RESPONSIBLE TO	Board of Trustees
DIRECTLY RESPONSIBLE FOR	The students, school staff (senior managers, teachers, support, ancillary, property staff)
EFFECTIVE RELATIONSHIP WITH	The Board of Trustees, students, staff, education agencies, community, neighbouring schools
YEAR OF APPLICATION	xxx

EXTENT OF AUTHORITY

The Board of Trustees delegates to the Principal, subject to accurate scheduled Reports on progress against controlling documents:

- Financial control within annual budget limits and financial control protocols
- Responsive maintenance programme and school building development
- Employment of teachers, assistant teachers, relief teachers, support staff
- Management of health and safety requirements
- Personnel management applying to performance, delegations and duties
- Curriculum management and student achievement
- Student welfare
- Oversight of co-curricular programme
- Full compliance with all relevant statutes and regulations

Primary Purposes of the Position :

- To act as the Board's chief adviser in policy and strategic issues
- To provide professional and instructional leadership for staff
- To ensure delivery of a balanced curriculum in line with the N.Z. Curriculum and to maintain programmes of assessment and reporting of student progress.
- To manage the school's staff effectively and to staff the school appropriately
- To implement the school's Charter and policy objectives
- To develop and maintain effective relationships and communications within the school and its community and appropriate agencies
- To effectively and efficiently manage the school's administrative systems and its resources
- To promote and maintain business partnerships and the Business School and Construction School

Key Task	Expected Outcome	Evidence
<p>Professional Leadership</p> <ol style="list-style-type: none"> 1. Leads staff in planning implementing and evaluating educational programmes 2. Provides opportunities for ongoing dialogue with staff and opportunities for input into decision making 3. Puts in place a programme of school wide self-review and act as appropriate on recommendations of external audits 4. Ensures that learning is the central focus of the school 	<p>All staff are supported in following cohesive programmes. The principal seen as the educational leader.</p> <p>Staff feel valued and that they have a worthwhile contribution. Management is consultative.</p> <p>Programmes are evaluated for effectiveness. Where needed adjustments are considered and made.</p> <p>The whole community values and is involved in learning. Staff are encouraged to broaden levels of understanding and of skills. Student success is celebrated, encouraged and seen as the prime objective for the school.</p>	<p>Planning documents</p> <p>Staff meeting and other meeting minutes</p> <p>Self-Review programme. Review reports.</p> <p>Monthly reports</p>
<p>Curriculum Delivery</p> <ol style="list-style-type: none"> 1. Ensures curriculum planning and delivery is in line with Charter obligations 2. On-going monitoring of schemes and planning takes place 3. Ensures programmes recognize Treaty issues and relevant issues of New Zealand's diverse ethnic and cultural background within different social contexts 4. Designs, plans and implements programme of student and course evaluation 	<p>The school has a curriculum plans covering all essential learning areas in line with NCF. Schemes are updated annually.</p> <p>The school is up to date with educational initiatives, programme planning is sufficiently detailed and follows school prescriptions</p> <p>Programmes contain meaningful reference to taha Maori and tikanga Maori.</p> <p>Programmes reflect multi-ethnic nature of our community and take into account the social background of students. All staff are made aware of these requirements</p> <p>Assessment methods are consistently applied. Sufficient guidance is provided for all staff to understand and implement assessment programmes which evaluate student achievement. NCEA data are analysed and used to inform decision making</p>	<p>Curriculum planning</p> <p>Written schedule of monitoring. Delegations noted.</p> <p>Curriculum plan</p> <p>Achievement statements</p> <p>Department and Annual Reports</p>

Key Tasks	Expected Outcome	Control Information
<p>Management of Staff</p> <ol style="list-style-type: none"> 1. Employs quality staff in accordance with recruitment policies 2. Manages staff effectively to meet charter obligations 3. Implements the school's performance management process to help lift staff capability 4. Acts as agent for the Board, as a good employer, in accordance with State Sector and relevant contractual requirements 5. Motivates and supports staff 	<p>Following policy guidelines, high quality staff are employed. Only registered teachers of the highest quality available are employed. Support staff are suitably qualified. Strengths of staff are appropriately utilised.</p> <p>Has in place a suitable induction programme. There is an appropriate teacher and staff appraisal programme.</p> <p>Professional development programmes meet identified school needs as well as identified individual needs</p> <p>All relevant sections of the State Sector Act are followed An EEO programme is operating. All relevant contract provisions are met for all staff</p> <p>Praise and positive reinforcement are features of the school. Staff are valued and have a meaningful contribution. Staff are encouraged to work collaboratively and to develop expertise. Teachers' skills are appropriately utilised</p>	<p>Monthly reports</p> <p>Relevant documents available</p> <p>Personnel records kept</p> <p>Contracts and job descriptions</p> <p>Timetable</p>
<p>Board's Chief Adviser</p> <ol style="list-style-type: none"> 1. Participates as a full member of the Board of Trustees as its Chief Executive 2. Provides timely and accurate advice on policy issues 3. Reports to the Board on the implementation of policy and advises on policy review 4. Provides the Board with informed comment on education issues 5. Provides full and appropriate information for the Board and consults effectively and appropriately 	<p>Shares responsibility for the governance of the school</p> <p>Policies are carefully thought out and cover all essential areas of operations as overview or guiding documents.</p> <p>All policies are fully implemented and where necessary suggestions for review made</p> <p>The Board is kept fully informed of relevant trends and issues as they affect the school</p> <p>An effective governance/management partnership</p>	<p>Attendance and participation at full and sub-committee Board Meetings</p> <p>Monthly report</p> <p>Monthly report</p> <p>Monthly and annual reports</p> <p>Monthly reports and other information</p>
Key Task	Expected Outcome	Control

		Information
<p>Implementation of Charter and policy objectives</p> <ol style="list-style-type: none"> 1. Develops, with the Board, an on-going strategic plan implementation process 2. Develops an annual operational plan with key targets 3. Reports to the Board on implementation of Charter and policy objectives 	<p>All goals and objectives are programmed to be achieved. There is a clear direction for all school programmes</p> <p>There is a planned approach to implementing all operational areas of the school which demonstrates strategic and operational objectives</p> <p>The Board is kept fully informed of major achievements against goals and obligations under the NEGs and National Education Priorities</p>	<p>Statement of achievement of key objectives</p> <p>Monthly and annual report Operational plan</p> <p>Monthly report. Charter sent to MOE annually with analysis of variance</p>
<p>Relationships and Communications</p> <ol style="list-style-type: none"> 1. Maintains harmonious working relationship between the board and staff and students 2. Is available to parents to discuss issues relating to their children 3. Ensures effective communication and deals with difficult situations 4. Clearly articulates the school's vision, programme and achievements 5. Maintains sound working liaison with appropriate agencies and business partners 6. Implements effective behaviour management systems 7. Ensures provision of suitable student support facilities 	<p>Clear linkages are maintained which foster cordial and positive relationships. Staff feel they are appropriately represented and the Board feels fully informed and confident of their understanding of personnel issues. All guidance and pastoral needs of students are dealt with effectively</p> <p>Parents feel confident and relaxed about approaching the principal and that they will receive appropriate information. The principal is able to discuss and address any concerns of parents. Parents know their concerns have been addressed</p> <p>There is a good understanding of school events and issues. Appropriate knowledge is freely available to those who need it. All external communications are clear, relevant and presented in a high quality format. Conflict is sensitively and effectively dealt with.</p> <p>The principal provides an excellent role model and gain the confidence and support of the Board, staff, students and community.</p> <p>The principal leads initiatives to promote the school in a positive light</p> <p>All relevant agencies feel welcome in the school. Full advantage is made of services offered. All returns and requests for information are met positively and in a timely fashion</p>	<p>Monthly reports</p> <p>Ongoing feedback</p> <p>Ongoing feedback</p> <p>Ongoing feedback</p> <p>Monthly reports</p> <p>Annual Appraisal</p> <p>Annual Appraisal</p>

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<p>Management of school Financial and Property systems</p> <p>1. Ensures sound financial management</p> <p>2. Manages school property within policy and regulatory guidelines</p> <p>3. Manages and monitors school administration</p>	<p>The annual budget is compiled and monitored. Budget guidelines and limitations are adhered to. The Board provided with information and risk analysis. Internal controls are implemented, monitored and reviewed. The annual report is completed.</p> <p>A long term cyclical maintenance plan is implemented. Effective preventative maintenance programmes are in place. Appropriate working conditions are maintained. A clean environment is evident. An up to date hazard management programme is adhered to. An up to date asset register is maintained.</p> <p>Ensures the school office is effectively run and that it presents a professional, helpful and courteous impression. All staff have clearly specified tasks and ongoing feedback is provided</p>	<p>Monthly reports Annual Financial Reports</p> <p>Monthly, annual reports Subcommittee minutes</p> <p>Monthly report Support Staff Appraisals</p>
<p>Regulatory Compliance</p> <p>1. Meets general legislative requirements</p> <p>2. Meets all regulatory reporting deadlines</p> <p>3. Follows all employment regulations</p> <p>4. Follows privacy provisions</p> <p>5. Follows regulations relating to student discipline</p>	<p>The school complies with the lengths of the school day and year. Attendance is monitored and recorded. Only those students who are entitled to be enrolled are enrolled at the school.</p> <p>Roll returns, EEO report, ESOL reports etc are completed satisfactorily and in a timely fashion. The annual report is forwarded to the Ministry on time and in the required format</p> <p>Provisions of the State Sector Act, the Human Rights Act and of the Employment Contracts Act are met. A smoke free policy is in place</p> <p>The collection, storage, retrieval and use of all personal private information kept by the school is used appropriately. A privacy officer is appointed.</p> <p>All suspensions and expulsions follow Ministry of Education guidelines. The school operates justly and fairly in all its dealings with students. Appropriate guidance and pastoral systems are in place and discipline procedures follow policy guidelines</p>	<p>Monthly reports, Returns signed</p> <p>Returns signed</p> <p>Monthly reports</p> <p>Reports to discipline sub-committee</p>