



PRINCIPAL'S JOB DESCRIPTION

PURPOSE

The Principal is responsible to the Board of Trustees for professional leadership, the day to day management of the school, the implementation of the Board's policies and plans, the direction and supervision of all staff, and the educational and general well-being of students.

In managing the day to day work of the school, the Principal will be guided by the Board of Trustees, its charter, policies and plans.

The Principal is a full Board member in his/her own right sharing with other Trustees' the collective responsibility for the governance of the school. At the same time, in the role of the Chief Executive Officer (CEO), the Principal fulfils a position as the main advisor to the Board. The Principal, as the chief advisor to the Board of Trustees, will consult with the Board regarding policy and the review, development and implementation of the strategic plan and charter. The Principal will prepare the annual operational plans and budgets for Board approval.

ACCOUNTABILITY

The Principal is accountable to the Board of Trustees through its Chairperson.

EXTENT OF AUTHORITY

- The Principal will comply with legal requirements (legislation, employment contracts and school charter) and the Board's policies and plans.
- The Principal is responsible for the day to day management and administration of the school, its resources and facilities.
- The Principal is responsible for professional leadership, including school curriculum and classroom programmes, staff performance, pupil well-being and progress.
- The Principal will work closely with the other members of the Board on staffing matters as designated in the appointments procedure.

CODE OF CONDUCT

In carrying out his or her duties, the Principal will:

- Ensure that the needs of the students and their learning are given full consideration in planning, resourcing and implementing the school's curriculum.
- Show commitment to the belief that each student is of equal value and is entitled to an education which respects their individuality and challenges them to reach their highest standards of personal achievement.
- Be loyal to the charter and fully committed to achieving its purpose, aims and objectives.
- Act fairly and with integrity in all matters concerning staff, members of the Board of Trustees, parents and students, and show a commitment to the continuing development of the staff's professional skills.
- Work co-operatively with school staff, but take final responsibility for decisions within the Principal's authority as delegated by the Board.
- Provide all information on a student to any person with legal rights to the information who requests it, and respect confidentiality by keeping information on students from people who have no right to it.
- Abstain from voting in relation to Board of Trustees' decisions regarding the Principal's employment.

PRINCIPAL'S STATEMENT OF RESPONSIBILITIES

The Principal will be responsible for providing sound leadership in the following areas of practice:

CULTURE

Provide professional leadership that focuses the school culture on enhancing learning and teaching.

- In conjunction with the Board, develop and implement a school vision and shared goals focused on enhanced engagement and achievement for all students.
- Promote a culture whereby staff members take on appropriate leadership roles and work collaboratively to improve teaching and learning.
- Model respect for others in interactions with adults and students.
- Promote the bicultural nature of New Zealand by ensuring that it is evident in the school culture.
- Have, and show, high expectations of student achievement.
- Give priority to ensuring the well-being and educational achievements of all students.
- Maintain a safe, learning-focused environment.
- Promote an inclusive environment in which the diversity and prior experiences of students are acknowledged and respected.
- Manage conflict and other challenging situations effectively and actively work to achieve solutions.
- Demonstrate leadership through participating in professional learning.
- Be available and participate in the full range of school activities.

PEDAGOGY

Create a learning environment in which there is an expectation that all students will experience success in learning.

- Promote, participate in and support on-going professional learning linked to student progress.
- Demonstrate leadership through engaging with staff and sharing knowledge about effective teaching and learning in the context of the New Zealand curriculum documents.
- Ensure staff members engage in professional learning to establish and sustain effective teacher/learner relationships with all students, with a particular focus on Maori students.
- Ensure that the review and design of school programmes is informed by school-based and other evidence.
- Maintain a professional learning community within which staff members are provided with feedback and support on their professional practice
- Analyse and act upon school-wide evidence on student learning to maximise learning for all students with a particular focus on Maori and Pasifika and underachieving students.

SYSTEMS

Develop and use management systems to support and enhance student learning.

- Exhibit leadership that results in the effective day-to-day operation of the school.
- Operate within board policy and in accordance with legislative requirements.
- Provide the Board with timely and accurate information and advice on student learning and school operation.
- Effectively manage and administer finance, property and health and safety systems.
- Effectively manage personnel with a focus on maximising the effectiveness of all staff members.
- Use school/ external evidence to inform planning for future action, monitor progress and manage change.
- Prioritise resource allocation based on the school's annual and strategic objectives.

PARTNERSHIPS AND NETWORKS

Strengthen communication and relationships to enhance student learning.

- Work with the Board to facilitate strategic decision making.
- Work supportively with the Board and members of the school staff.
- Actively foster and maintain positive relationships with the school's community and local iwi.
- Actively foster professional relationships with, and between colleagues, and with government agencies and others with expertise in the wider education community.
- Interact regularly with parents and the school community on student progress and other school-related matters.
- Actively foster relationships with other schools and participate in appropriate school networks.
- Promote the interests and image of the school in dealings with external agencies.

PRINCIPAL'S KEY TASKS

Key tasks carried out by the Principal in order to meet the requirements of the Statement of Responsibilities include, but are not limited to:

PEDAGOGY

The Principal as the leader of the teaching staff, assists teachers to set goals and develop teaching programmes in line with national guidelines, the school's charter, policies and plans.

Key Tasks

- Oversee the identification of students' individual learning needs and the provision of quality programmes to meet those needs.
- Oversee the planning, implementation and evaluation of teaching programmes in line with the national education guidelines, the national curriculum statements, the school's charter, policies and plans.
- Oversee the monitoring, recording and reporting of students' progress and achievements to the board and parents.
- Develop the skills of staff through guidance, supervision, in-service courses, appraisal and support.
- Promote, develop and monitor the welfare and conduct of all students.
- Provide an emotionally safe and positive learning environment for students.
- Show progressive educational practice by keeping up to date with curriculum and administrative developments.

PERSONNEL MANAGEMENT

The Principal has overall responsibility for staff performance and development.

Key Tasks

- In conjunction with the Board, ensure the school is appropriately staffed.
- Allocate duties and prepare job descriptions for all staff, conduct performance appraisals, follow up the outcomes of appraisals and report to the Board as required.
- Provide effective guidance and motivational leadership to all staff.
- In consultation with staff, identify development needs, co-ordinate and evaluate staff development programmes, and regularly report plans and outcomes to the board. Assist the Board to achieve its good employer obligations.
- Supervise the advertising of vacancies, selection of staff, and recommendations to the Board for appointments.

SYSTEMS

The Principal is responsible for the efficient day to day management of the school's finances in accordance with board policy.

Key Tasks

- Assist the Board and staff to develop sound financial plans and budgets which reflect the current and future needs of the school.
- Administer and monitor the school's funds according to approved annual budget and financial policies, and report to the Board as required including regular banked staffing information.
- Supervise the school's administrative systems so that they operate efficiently and accurately.
- Advise the Board on policy/procedure development, budgeting, planning, and resources.
- Assist the Board in meeting its annual audit and reporting requirements.

SUPERVISION OF PROPERTY AND RESOURCES

With full support from the Board, the Principal is responsible for ensuring a safe, secure school environment and proper custody of all school property.

Key Tasks

- Ensure the school environment is kept safe and clean.
- Provide for the acquisition, orderly management and upkeep of the school's equipment and resources.
- Provide advice to the Board on the maintenance, development and enhancement of school property and facilities.

PARTNERSHIPS AND NETWORKS

The Principal is expected to assist the Board to develop a climate of confidence and co-operation between the school and its community.

Key Tasks

- Foster good working relationships with the Board of Trustees, staff, children, parents and members of the community.
- Achieve a climate of confidence, co-operation, support and goodwill between the school and its community.
- Initiate and maintain a system of effective two-way communication between the school, parents and the community.
- Give parents and staff the opportunity to express their ideas and preferences through good consultative practices.
- Is sensitive to parent and community concerns and address them effectively and promptly.
- Keep parents and the community well informed of the school's activities, programmes and achievements.

External Relationships		
South Wairarapa Principals group	Ngati Kahungunu Iwi	RTLB and Special Education
Community	Playgroup	Department of Conservation/Aorangi Trust
MOE	NZSTA	Trees for Survival
Enviro Schools	Greater Wellington Regional Council	Ashby's Property Management
South Wairarapa Bio Diversity	Contractors	PB4L and other PLD Providers
Internal Relationships		
Students	Office Manager	Sports Coaches
Teachers	Parents	Groundsperson
Teacher Aides	Reading and Maths Supporters	Cleaner

INFORMATION AND ADVICE TO THE BOARD

The Principal provides professional and administrative advice and information to the Board and contributes to the effective operation of the board.

Key Tasks

- Provide effective executive advice to the Board with the support of NZSTA to help ensure that it meets all of its statutory and local obligations.
- Supply information to the Board and highlight issues on all matters relevant to the Board's responsibilities.
- Report to the Board on school-wide curriculum achievements.
- Support the Board in its aim of establishing good working relationships between the school and the community.
- Assist the Board with policy/procedure development and the ongoing review of its policies and plans.
- Implement the decisions of the Board.

PERSON SPECIFICATIONS

On employment the following attributes were what our school community was looking for in their new Principal:

- Community orientated
- Has integrity, honesty and transparency
- Genuinely passionate about the growth of Pirinoa School
- A strong leader, is good at managing and supporting staff
- Energetic, enthusiastic and a team player
- Present, available, approachable principal
- Supportive of students and their families
- Excellent communication skills
- Takes pride in well maintained school property
- A good understanding of different cultures
- Strong on behaviour and respect
- A Principal who is willing to work with volunteers from the community to increase the presence of Te Ao Maori in our school.

Principal: _____
Name

Signature

Chairperson: _____
Name

Signature

Date: _____