



## MEADOWBANK SCHOOL

### JOB DESCRIPTION

- POSITION TITLE:** Principal
- REPORTING TO:** The Board of Trustees through the Board Chair
- WORKING RELATIONSHIPS:** Staff, Students, Board of Trustees, Parents/Caregivers, External Agencies including the Ministry of Education, Education Review Office, NZSTA, ACCOS
- PRIMARY OBJECTIVES:** The Principal is responsible for the professional leadership and day-to-day management of the school, compliance with all legal requirements, the implementation of the Board's policies and plans, the direction and supervision of all staff and the educational achievement and general wellbeing of all Students, all to the highest possible standard in accordance with best practice.

### KEY RESPONSIBILITIES:

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

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

Key objectives (Pedagogy)	What is 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 continuous improvement in learning.</p> <p>Ensure that teachers seek learning success for students and continue to learn new skills, new approaches and their curriculum knowledge.</p> <p>Encourage parents/caregivers to work in partnership to gain stronger student learning.</p> <p>That staff are encouraged to develop, evaluate and implement high quality innovations to improve student learning.</p>

	<p>Ensure that sound processes are in place to monitor and record outcomes of student learning. Cumulative records are kept that effectively show the ongoing improvement of overall student learning.</p> <p>Reflect on outcomes of student learning and implement strategies for improvement.</p> <p>Ensure teaching techniques include and incorporate recent research-based developments that are linked to student progress.</p> <p>Analyse and make effective, timely responses to school self-review, external audits and outcomes of student learning.</p>
Continue to collaboratively build a school culture where learning is paramount	<p>That students and staff feel that the school environment is safe.</p> <p>Create 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>Enable an environment where students and staff will have the opportunity to experience success and feel valued.</p> <p>Allow for points of view to be expressed for the betterment of the school to enhance teaching and learning.</p> <p>Resolve any disputes in a fair and equitable way taking into consideration the dispute processes in accordance with Board Policy.</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.

<b>Key objectives (Pedagogy)</b>	<b>What is expected</b>
Build professional and personal development skills to provide educational leadership of the school	<p>The Principal's educational leadership within the school goes from strength to strength.</p> <p>Participate and enable participation by the Senior Management Team in the Professional Development Conferences provided by Principal organisations where appropriate.</p> <p>Actively foster professional relationships with other Principals and agencies.</p> <p>Develop an active, reflective-practice approach with fellow Principals, to improve professional competence.</p>

	<p>Discuss, examine and reflect on educational leadership and management practices with the Senior Management Team.</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>
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**3. *Demonstrate inspirational leadership***

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

<b>Key objectives (Pedagogy)</b>	<b>What is expected</b>
Be able to articulate a positive educational vision for the school with passion	<p>Be recognised as an inspirational leader who motivates and supports staff to improve the quality of teaching and learning.</p> <p>Actively demonstrate the school's values.</p> <p>Be able to work proactively with the Board of Trustees towards the development of a shared vision for the future of the school.</p> <p>Proactively seek feedback from staff members, the community and the Board and students to create ongoing learning to improve individual and team performance.</p> <p>Develop and build school staff expertise, skills and careers through the use of performance management, provision of professional development and encouragement of self-development.</p> <p>Actively seek high quality teaching staff to join the school.</p> <p>Use the strengths of teachers and all staff to greatest effect.</p> <p>Review staff turnover and implement effective strategies to retain high quality staff.</p>

**4. *Strategic Management contribution and achievement***

To actively contribute to the Strategic Plan and successfully implement the Strategic Plan with the support of the Board, Staff, Students and Parents/Caregivers.

<b>Key objectives (Pedagogy)</b>	<b>What is expected</b>
Contributes to the Strategic Plan and leads the implementation of plan within the school and community	<p>Exhibit leadership by working with the Board to create a Strategic Plan to implement within the school.</p> <p>Work with the Board to set challenging learning achievement targets in the Strategic Plan.</p>

	<p>Work with the Board to ensure that the Strategic Plan is updated regularly to take account of changing circumstances.</p> <p>Keep up to date with issues that could impact on the school and its Strategic Plan.</p> <p>Consider ways in which the school needs to adapt to reflect cultural, social and economic changes.</p> <p>Ensure that the multicultural nature of the school, and the bicultural nature of New Zealand, is honoured and promoted.</p> <p>Recognise and respond to the needs and aspirations of all students.</p> <p>Encourage high achievement in academic, cultural, artistic and sporting activities.</p> <p>Analyse barriers to student learning and ensure the provision of quality learning opportunities for students with special education needs.</p> <p>Support and encourage gifted and talented students to achieve to their full potential.</p>
<p>Manages the school's financial resources and assets successfully</p> <p>Ensures the school is a physically safe and clean, and environmentally conscious, environment</p> <p>Ensures all statutory and reporting requirements are completed</p>	<p>Effectively and efficiently use available financial resources and assets to support improved student learning outcomes now and for the future</p> <p>Effectively manage and administer finance, property, health and safety</p> <p>Lead the new building project and any future building related activity to ensure excellent outcomes for the school in terms of the built environment taking into account aspects such as cost, use of space, protection of outdoor areas and community use.</p> <p>Exhibit clear health and safety leadership in all aspects of school life with a view to minimisation of harm and protection of student, staff and visitor physical and mental health.</p> <p>Operate an effective budget planning system and works within available resources.</p> <p>Work effectively and efficiently with the Board 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 Board on the maintenance, development and enhancement of the school property and facilities.</p> <p>Ensure all relevant statutes and regulations are complied with.</p>

**5. Strengthen communication and relationships to enhance student learning**

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

<b>Key objectives (Pedagogy)</b>	<b>What is expected</b>
Ensure smooth and effective communications across the school and community	<p>Develop and execute an effective communication plan.</p> <p>Ensure that appropriate knowledge is freely available to those who need it by ensuring school communication channels work well.</p> <p>Ensure that the core culture of the school is reflected through all communication links.</p> <p>Work with the Board to ensure that the Board is provided with appropriate communication to support and influence the core culture.</p> <p>Ensure that oral communication is effective and written communication is clear and succinct for a variety of communication settings and styles.</p> <p>Seek feedback from the community where appropriate.</p>

**6. To represent the school in community and educational matters**

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

<b>Key objectives (Pedagogy)</b>	<b>What is expected</b>
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>That the Principal has the confidence of the staff, students and parents/caregivers to act on their behalf.</p> <p>Bring to the school ideas, learning focus knowledge and examples from other educational settings.</p> <p>Ensure that the distinctive values and achievements of the school are widely acknowledged in the community.</p> <p>Represent the school well in a variety of communication settings.</p>