



### Our Vision:

The House that Brings All People Together

### Job Description – Te Kopuru School

Position Title	Principal, Te Kopuru School
About School	Te Kopuru School (New entrant - Yr 8) Roll: 100 -120; Decile: 2; U 3.
Responsible to	The principal will report and be accountable to the school board of trustees (as the principal's employer) through the board chairperson.  The principal has the dual role of being a board member in his/her own right whilst undertaking the role of the chief executive of the school.
Working Relationships	Internal: Board of Trustees Staff Students External: Ministry of Education Whanau School Community Other educational groups (including schools in Kahui Ako) The Special Education Service Education Review Office Unions NZSTA Other agencies/organisations as required
Delegations	The principal is responsible for the successful management and professional leadership of the school by taking direction from the board, the school strategic plan, and the board's policies and delegations.

**Purpose of the position**

The principal is responsible for professional leadership, the 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 our students.

**KEY RESPONSIBILITIES****Leadership**

The Principal as 'Leader of Learning' will maintain and enhance the standards of academic, physical and social excellence within the school through:

- Maintaining the vision
  - that has the interest and wellbeing of children at the centre of everything the school does.
  - that promotes high expectations of student achievement and supporting all students to achieve their potential using the best tools and methods available.
  - that promotes the use of technology, the environment, culture, physical education, and arts in education.
- Creating an environment that fosters a culture of collaboration, trust, and respect that empowers staff to provide teaching experiences that engages, excites and motivates all students.
- Ensuring that goals are set and programmes are developed in line with the Curriculum Plan, NZ Curriculum Framework, National Curriculum Statements and the school's charter, policies and plans.
- Overseeing the planning, implementation and evaluation of culturally responsive teaching programmes in line with the national education guidelines, the national administration guidelines, the national curriculum, the school's curriculum and the school's strategic plan, policies and plans.
- Using a range of evaluation, inquiry and knowledge building activities to develop, implement, monitor and modify strategies for improvement.
- Ensuring teaching and learning environments are inclusive, equitable and uphold the school values.
- Ensuring teacher planning is coherent and equitable, reflecting the School Curriculum and school policies.
- Ensuring learning programmes are adapted to meet the specific learning needs of individual children and enlist the assistance of specialist agencies if necessary
- Provides a safe and positive learning environment for all students and monitors their welfare and conduct.
- Oversees the monitoring, recording and reporting of student progress and achievements to parents and the Board.
- Shows progressive and innovative educational practice by keeping up-to-date with curriculum and administrative developments.
- Provides a curriculum which will engage, excite and motivate all students.

## **Management**

Has overall responsibility for staff performance and development. The Principal will:

- In conjunction with the Board, ensure the school is appropriately staffed.
- Allocate and delegate duties and responsibilities to all staff, conduct performance appraisals and report to the Board as required.
- Ensure the performance appraisal system is effectively used to identify and address ongoing improvement of the quality of teaching and goals are specifically linked to school goals and charter.
- Provide effective guidance and motivational leadership to all staff.
- Support staff and develop their skills through guidance, supervision, appraisal and the promotion of professional development programmes.
- Give staff the opportunity to express their ideas and views through good consultative practices.
- Assist the Board to achieve its good employer obligations.
- Promote a culture of health and safety in the school.

## **Governance**

The Principal is a Board member, and also the school manager. Within the role of school manager the Principal fulfils a position as a consultant to the board and its committees to:

- Provide effective executive advice to the Board to help ensure it meets all of its statutory and other obligations.
- Report Literacy, Mathematics and curriculum student progress and achievement at a minimum of twice yearly.
- Report on the progress of annual and strategic goals (as relevant).
- Assist the Board with Policy development and the ongoing review of its policies and plans.
- Develop/review and present for consultation, the annual updated strategic plan, school budget, Ministry of Education annual reports.
- Provide professional advice to the board and act on board decisions.
- Support the Board in its aim of establishing good working relationships between the school and the community.
- Supply information to the Board and highlight issues on all matters relevant to the Board's responsibilities.

The Principal will liaise with the chairperson and other board members at all times over matters of mutual interest or concern.

Have an understanding of legislation that impacts our children and school:

- Implement changes to ensure full compliance, including, communication, understanding and adherence.
- Provide the Board with an insight into up and coming legislative changes.
- Seek external feedback when necessary to ensure full compliance.

### **School Community and Relationships**

To promote a warm, open, welcome environment for staff, pupils, parents and community:

- Be a positive role model for staff, pupils, parents and community
- Recruit staff who will promote positive interaction with people
- Be available to parents and staff for discussion, follow up outcomes from such discussion and report back to parties involved

Develop partnership with the school community, including:

- Involving the community in our student's learning where appropriate.
- Maintaining and strengthening existing relationships with Māori whanau.
- Actively fostering relationships with all other ethnic groups within the school community.
- Providing opportunity for school community input through good consultative practices.
- Promote the school and lead school involvement in wider community activities (e.g. Kahui Ako).
- Promote parent participation to further enhance community partnership.
- Foster links with pre-schools and their families.

Be sensitive to parent and community concerns and address them effectively and promptly, and following school policies where appropriate.

Maintain and develop effective communication between the school, parents, and the community.

### **Finance and Administration**

Is responsible for the efficient day-to-day management of the school's finances. The Principal will:

- Help 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.
- Advise the Board on policy 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 the school environment and school property are well maintained, safe and secure. The Principal will:

- Ensure the school is kept safe and clean.
- 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 school property and facilities.

**Professional Appraisal:**

The Principal negotiates an annual performance agreement with agreed and described specific goals for that year.

**Declaration:**

Approved by:	
	<i>Chair, Te Kopuru School Board of Trustees</i>
Date approved:	

## **Te Kopuru School      Person specification.**

The successful applicant should be able to meet these specifications:

### **Experience**

- Experienced Principal or Senior Management
- Proven success in a leadership role

### **Attributes**

- Children at the heart of everything
- Passion to excite learning in children and teachers
- Demonstrates whakawhanaungatanga to students, staff, whānau and the community
- Has high expectations of self and others in ethics, integrity and discipline
- Inspires and motivates with a positive attitude and presence
- Values staff and has proven track record of retaining and developing quality team members
- Demonstrable ability to establish and maintain a productive and cooperative working relationship with the Board of Trustees and a diverse community

### **Skills**

- Use of data for evaluation and continuous improvement of outcomes
- Has an educational philosophy aligned to our school vision and goals
- Up to date with initiatives to provide a local curriculum to engage, excite and motivate all learners
- Proven and effective school administration, financial, property and personnel management, ability to delegate responsibly
- Confident public speaker, a natural communicator with mana and presence

### **Te Ao Māori - Cultural Competency**

- Understands and values Te Ao Māori
- Knowledge and understanding of He Whakaputanga me Te Tiriti o Waitangi and how to apply this knowledge across your relationships and work streams
- Strong whakawhanaungatanga and relationship building
- A willingness to understand te reo Māori me ona tikanga Māori
- An awareness of strategies designed to see Maori students achieving education success as Maori (Ka Hikitia)