



Waiapu School

**Learning
skills for life!**

BELIEVE | BELONG | BECOME

Principal Job Description -

DEFINITION

Principals are highly skilled practitioners and staff leaders. Their teaching methods are well developed and they employ an advanced range of strategies for motivating teachers, students and other staff members in learning. In environments where it is possible, they support and provide assistance to colleagues. Principals are expected to demonstrate all of the Principals' Professional Standards.

PERSONAL DETAILS

Principal's Name:

Responsible to:

Principal's Appraiser:

TRB Number:

Expiry date:

PURPOSE

The purpose of this document is to clearly describe the job expectations of the Principal, as agreed between the Appraiser and the Appraisee, and to assist in determining whether these expectations have been achieved.

PRIMARY OBJECTIVE

To work with the Board of Trustees, staff and the school community in the spirit of the school's Charter and the Revised New Zealand Curriculum to provide the most effective educational environment for the benefit of our pupils in accordance with the Charter of the school.

Our Mission

"Learning Skills for Life in a collaborative and supportive environment where people, Believe, Belong and Become!"

Our Vision

Learning skills for life!

RELATED DOCUMENTS

The Principal should be familiar with the following school documents that relate to this Performance Agreement.

- Policies and Procedures on appraisal and planning.
- Protocol for Classroom Observations
- Appraisal Documentation
- Charter and Annual Plan
- National Education Guidelines (NEGS & NAG's)

Name: Principal

Signed.....

Date.....

Name: Chairperson

Signed.....

Date.....

The period of this agreement will be from February 2020 to February 2021

PROFESSIONAL STANDARDS

AREAS OF PRACTICE	PROFESSIONAL STANDARDS
CULTURE Provide professional leadership that focuses the school culture on enhancing learning and teaching.	<ul style="list-style-type: none">• 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.• 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.
PEDAGOGY Create a learning environment in which there is an expectation that all students	<ul style="list-style-type: none">• Promote, participate in, and support ongoing 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.

will experience success in learning.

- Ensure staff members engage in professional learning to establish and sustain effective teacher/learner relationships with all students, with a particular focus on Māori 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 Māori and Pasifika 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 on the basis of 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.
- Actively foster 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.