

Position Description



TITLE OF POSITION:	Assistant Principal - Curriculum
POSITION TYPE:	Fixed 6MU 1 SMA
REPORTS TO:	Headmaster
PRIMARY TASK:	To lead Heads of Department in the delivery of curriculum and assessment

	Key Tasks	Key Outcomes
1.	Curriculum and Curriculum Development <ul style="list-style-type: none"> Work with HODs to develop a curriculum which meets the needs of student and the requirement of the NZC. Monitor curriculum delivery via departmental documentation Ensure staff, parents and students are informed of the CBHS curriculum 	<p>The CBHS curriculum is aligned with NZC and the CBHS Strategic Plan.</p> <p>Curriculum meets the needs of students and provides relevant learning opportunities.</p> <p>Curriculum delivery is monitored via departmental documentation.</p> <p>Successful curriculum events are held for the community</p>
2.	Professional Development <ul style="list-style-type: none"> Work with HODs to prepare a programme of professional development. Professional development programme aligns with the Strategic and Annual Plan and staff appraisal goals. Ensure departments meet regularly and across departments to share resources and practices. 	<p>Professional development programme is in place and aligns with strategic aims of the school</p>
3.	Assessment <ul style="list-style-type: none"> Implements NCEA change programme at CBHS. Monitor curriculum delivery and formative assessment results. Monitor departments are regularly entering NCEA data in to school database. With Principals Nominee ensure assessment procedures and protocols are developed and implemented in line with NZQA and CBHS policy Responsibility for NCEA assessments Educate community on NCEA 	<p>NCEA change is implemented in a manageable fashion</p> <p>CBHS has robust assessment practices that are met in the junior and senior school and that align with NZQA best practice.</p> <p>NZQA requirements are met in full.</p> <p>CBHS has a positive MNA review.</p> <p>Opportunities for community understanding of NCEA are developed</p>
4.	Student Tracking <ul style="list-style-type: none"> Track academic achievement including using both standardised testing tools and school generated data Use data to implement appropriate interventions in both the junior and senior school. 	<p>Academic achievement is tracked, and appropriate.</p> <p>interventions in place to ensure student progress.</p> <p>Students are tracked by ethnicity and other relevant factors.</p>

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	<ul style="list-style-type: none"> Track Students by ethnicity and other relevant factors. Māori and Pasifika tracking is a priority 	
5.	Reporting to parents <ul style="list-style-type: none"> Develop and implement systems to ensure that parents (and students) are provided with regular and timely feedback and feedforward on academic progress 	Reporting to parents shows student progress, provides feedforward and alerts parents to concerns in a timely fashion. Parent interviews and formal reports are effective and smoothly run
6.	ELearning and ICT <ul style="list-style-type: none"> Ensure eLearning systems are in place and are effective Ensure via Head of ICT and ReCalibrate that the school has robust ICT systems 	CBHS has eLearning systems that are fit for purpose and enhance student learning and these are effectively used by teachers and students ICT is managed to supports the learning outcomes of the school

	Leadership Criteria	Description
1	Vision and Values	Ability to explore and align with the values and vision of CBHS. Ability to communicate and lead in alignment with CBHS vision and values
2	Teaching and Learning	Ability to espouse, expect and support effective teaching practice
3	Te Tiriti o Waitangi	Ability to communicate and put into actions the principles of Te Tiriti o Waitangi
4	Belonging inclusion and diversity	Ability to recognise and respectfully challenge bias Ability to make courageous decisions to enhance BDI
5	Leadership	Ability to build high trust and relationships that lead to accountability Ability to be vulnerable Ability to learn
6	Management	Ability to prioritise and complete tasks
7	Communication	Ability to listen and reflect Ability to provide supportive and clear communications

APPROVED BY:

Headmaster's Signature

Date: / /