

JOB DESCRIPTION

POSITION:	Assistant Principal
TENURE:	Permanent
RENUMERATION:	(6MU,1SMA)
REPORTS TO:	Headmaster
FUNCTIONAL RELATIONSHIPS:	Headmaster; Board; Senior Leadership Team; Heads of Departments; Pastoral Care Team; Staff; Students; Parents, Caregivers and Whānau; Community

PRIMARY RESPONSIBILITIES

- To promote and develop the vision, values and goals of Shirley Boys' High School
- Focus on improving student learning and success
- Provide professional leadership to achieve the school wide strategic priorities and goals
- Provide leadership and organisational expertise in key areas of responsibility, including House leadership
- Actively support the Headmaster to lead Shirley Boys' High School
- Be an active, participating and contributing member of the Senior Leadership Team
- Commit to a process of continual improvement and self-review
- Commit to actively seeking ways to improve Shirley Boys' High School
- Be involved with the appointment, management and development of staff
- Be culturally responsive and committed to the bi-cultural heritage of Aotearoa New Zealand

PERSON SPECIFICATIONS

- A confident and future-focussed educational leader
- An inclusive leader of people, who empowers, delegates and grows leadership
- Understands being a good employer and leads/supports all staff in all roles
- Works effectively as a team member and values the contribution of others
- Builds and maintains highly effective relationships with staff, students, parents and caregivers, whānau and community
- Has a passion for boys' education
- Biculturally competent and confident, demonstrating a commitment to the Te Tiriti o Waitangi partnership in the education sector with Mana Whenua
- Approachable and visible, with a genuine enthusiasm for engaging and interacting with students
- Is fair and consistent, has high expectations and sets high standards
- Has a high level of integrity and a strength of character; honest, genuine and brave
- Is empathetic with people, and is personable and caring
- A role model, living the school's values
- Strong drive with plenty of enthusiasm, energy and resilience
- A highly skilled communicator and collaborator
- Has developed strategies to cope with stress and workload
- Has a good sense of humour

LEADERSHIP RESPONSIBILITIES

Area of leadership	Expected outcome
Strategic leadership	<ul style="list-style-type: none"> • Supports the Headmaster in the leadership and management of the school • Understands, and applies current practices for effective leadership and management • Understands the implications of New Zealand’s changing cultural, social and economic context and ensures that these changes are reflected in the policies and programmes within the delegated areas of individual responsibility • Initiates, plans and manages policies and programmes which meet national requirements, that are consistent with the school’s charter and strategic planning • Makes constructive contributions to the Senior Leadership Team in a manner which supports effective school organisation and improved learning outcomes for students • Understands and consistently implements the elements of being a good employer • Establishes and maintains effective systems, and communicates these clearly to others • Broad and clear understanding of school operations and how they affect teaching and learning • Effective and efficient use of available financial resources and assets, within delegated areas of authority, to support improved student learning and achievement
Professional leadership	<ul style="list-style-type: none"> • Demonstrates the ideals and behaviours that exemplify the vision and values of the school and what is expected of the teaching professional • Promotion of high expectations, standards and an attitude of excellence • Communicates clearly, accurately and confidentially at all times • Devolves responsibilities and delegates tasks where appropriate • Supports staff to develop new skills and take on new responsibilities including leadership opportunities • Actively involved in school wide activities and events
Educational leadership	<ul style="list-style-type: none"> • Demonstrates a thorough understanding of current approaches to effective teaching, learning and assessment • Actively leads and promotes best pedagogical practice • Identifies and acts on opportunities for improving teaching and learning • Applies effective data collection, analysis, interpretation and reporting for student achievement data • Connects effective pedagogy to other aspects of school life including co-curricular and pastoral care • Understands and promotes students’ mental and physical wellbeing
People leadership	<ul style="list-style-type: none"> • Establish and maintain good working relationships with students, staff, whānau and other stakeholders • Effectively lead others, including the ability to mentor other leaders in the school

	<ul style="list-style-type: none">• Work with staff to improve the quality of teaching and learning• Devolves responsibilities and delegates tasks where appropriate
Key responsibilities	<ul style="list-style-type: none">• Pastoral leadership• Oversight of Deans and Guidance• Responsibility for attendance• Student enrolments• Reporting• MOE returns• ICT Network• KAMAR• Other responsibilities as required within the Senior Leadership Team