



## St Martins School Principal Job Description

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Name of Principal:

Appointed:

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### Terms of Employment

#### Position Aims

In collaboration with two Deputy Principals, is responsible for leading learning at St Martins School by ensuring the provision of high quality education for all students.

#### Purpose

The Principal is responsible for the day to day operations of the school, including supervision of all teaching and non-teaching personnel, taking direction from the National Education Guidelines, the New Zealand Curriculum Framework and the school's Charter, Annual Plan, and its policies.

The Principal is a Board member in their own right and at the same time, in the role of Manager, fulfils a position as a consultant to the Board and its sub-committees.

#### Accountability

The Principal is directly responsible to the Board of Trustees, through the Chairperson, for professional leadership, curriculum management and motivating staff, relationship management, administrative functions and contribution to and support of the Board of Trustees. This job description sets out the duties and responsibilities of the Principal and forms the reference point for performance appraisal which is the direct responsibility of the Board.

#### Extent of Authority

The Principal operates within legal requirements, the school's strategic plan, policies and budgets. The Principal is responsible for the welfare and education of the students and staff and for specific duties delegated by the Board of Trustees.

#### Working Relationships

The Principal:

- Gives priority to ensuring the wellbeing and educational achievements of the school's students.
- Gives priority to ensuring the wellbeing and professional learning of staff.
- Has positive relationships with parents.
- Helps to promote the interests and image of the school.
- Works as a member of the Board of Trustees.

# Statement of Responsibilities and Performance Expectations

## Professional Leadership and Curriculum Management

- Responsible for the classroom teaching and learning programmes which shall be in accordance with the New Zealand Curriculum Framework and the National Curriculum Statements.
- Provide reports to the Board on student achievement, staff appraisals and professional development, employment relations, health, safety and wellbeing, administrative issues, planning, property and evaluation of educational programmes.
- Ensuring that records, student assessment and reporting to parents and the Board is accurate and effective.
- Liaison with support agencies as appropriate.
- Preparation of an education plan based on a system of curriculum review and teacher appraisal and keeping up to date by undertaking regular professional development related to the school's education plan.
- Assume the role of an effective educational facilitator. Provide teaching assistance to staff and present a professional role model to students and teachers.
- Maintenance of acceptable levels of student behaviour within the school. Ensuring that innovative educational strategies and current curriculum trends are investigated and adopted if considered relevant.
- Ensuring that student achievement targets are set annually, monitored throughout the year and reported on regularly.

## Leading Staff

- Provision for staff to be fully involved in decision making processes within the school.
- Development of a Performance Management System that provides regular feedback and encouragement and appraisal against relevant professional standards.
- Provision of a staff development programme that provides assistance and support that brings about improvements in performance.
- Active participation in and contribution to school and community events.

## Relationship Management

- Fostering a climate of trust and cooperation between the school and the community and local iwi, by regularly communicating, consulting parents on important issues and involving the community in the life of the school.
- Foster a climate of trust and cooperation between the school and other member schools of Te Mana Roupō Kāhui Ako.
- Presenting a positive public relations image to prospective parents, groups and official agencies when promoting the school.
- Ensuring that the needs and feelings of each cultural / ethnic group are respected.
- Develop and maintain effective relationships with the Board of Trustees

## Administrative Functions

- Maintenance, within limits of the budget, of up to date teaching and learning resources and ensure that these resources are used effectively in classroom programmes.
- Responsibility for the efficient day to day management of the school.
- Responsibility, in conjunction with the Board of Trustees, for the appointment of all staff.
- Recommendation to the Education Council regarding registration of teachers.

### **Contribution and Support to the Board of Trustees**

Work collaboratively with the Board of Trustees in its role as governors of the school by:

- Advising it of maintenance needs of the school and developing long term and short-term goals.
- Assisting in the development of policies and the setting of budgets and working within the boundaries set by them.
- Assisting with the development and annual updating of a strategic plan
- Informing the Board of the school's reaction to and participation in Ministry initiatives and educational opportunities.
- Supporting the Board in their designated areas of responsibility.
- Maintaining strong communication links with the Board to ensure that all relevant information is shared with Board members.

## Duties and Responsibilities

Key Area	Expectations
<p><b>1. Culture</b></p> <p>Provide professional leadership that focuses the school culture on enhancing learning and teaching.</p>	<p>1.1 In conjunction with the Board, develop and implement a school vision and shared goals focused on enhanced engagement and achievement for all students.</p> <p>1.2 Promote a culture whereby staff members take on appropriate leadership roles and work collaboratively to improve teaching and learning.</p> <p>1.3 Model respect for others in interactions with adults and students.</p> <p>1.4 Demonstrate commitment to Te Ao Māori by ensuring that it is evident in the school culture through language, histories and culture of partners to Te Tiriti o Waitangi.</p> <p>1.5 Maintain a safe, learning-focused environment.</p> <p>1.6 Promote an inclusive environment in which the diversity and prior experiences of students are acknowledged and respected.</p> <p>1.7 Manage conflict and other challenging situations effectively and actively work to achieve solutions</p> <p>1.8 Consult with NZSTA for advice on employment matters.</p> <p>1.9 Demonstrate leadership through participating in professional learning</p>
<p><b>2. Pedagogy</b></p> <p>Create a learning environment in which there is an expectation that all students will experience success in learning.</p>	<p>2.1 Promote, participate in and support ongoing professional learning linked to student progress.</p> <p>2.2 Demonstrate leadership through engaging with staff and sharing knowledge about effective teaching and learning in the context of the New Zealand curriculum documents.</p> <p>2.3 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.</p> <p>2.4 Ensure that the review and design of school programmes is informed by school-based and other evidence.</p> <p>2.5 Maintain a professional learning community within which staff members are provided with feedback and support on their professional practice.</p> <p>2.6 Analyse and act upon school-wide evidence on student learning to maximise learning for all students with a particular focus on Māori and</p>

	<p>Pacific students.</p> <p>2.7 Embrace shared learning opportunities that arise from the Kāhui Ako.</p> <p>2.8 Actively engage in the positive teaching practises achieved in a modern learning environment and provide professional development opportunities in this area to all staff.</p>
<p><b>3. Systems</b></p> <p>Develop and use management systems to support and enhance student learning.</p>	<p>3.1 Exhibit leadership that results in the effective day-to-day operation of the school.</p> <p>3.2 Operate within Board policy and in accordance with legislative requirements.</p> <p>3.3 Provide the Board with timely and accurate information and advice on student learning and school operation.</p> <p>3.4 Effectively manage and administer finance, property, and health, safety and wellbeing systems.</p> <p>3.5 Effectively manage personnel with a focus on maximising the effectiveness and character strengths of all staff members.</p> <p>3.6 Use school/external evidence to inform planning for future action, monitor progress and manage change.</p> <p>3.7 Prioritise resource allocation on the basis of the school's annual and strategic objectives.</p>
<p><b>4. Partnerships and Networks</b></p> <p>Strengthen communication and relationships to enhance student learning.</p>	<p>4.1 Work with the Board to facilitate strategic decision making.</p> <p>4.2 Actively foster relationships with the school's community and local iwi.</p> <p>4.3 Actively develop and strengthen relationships with early childhood providers.</p> <p>4.4 Actively foster professional relationships with, and between colleagues, and with government agencies and others with expertise in the wider education community.</p> <p>4.5 Interact regularly with parents and the school community on student progress and other school related matters.</p> <p>4.6 Actively foster relationships with other schools, particularly with Te Mana Raupō Kāhui Ako and participate in appropriate school networks.</p>

**Signed**

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

BOT Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_