

JOB DESCRIPTION

POSITION:	Assistant Principal (4 MU, 2 Fixed term MU, 1 SMA)
TENURE:	Permanent, Full-time
REPORTS TO:	Headmaster
FUNCTIONAL RELATIONSHIPS:	Headmaster; Board of Trustees; Senior Leadership Team; Heads of Departments; Pastoral Care Team; Staff; Students; Parents, Caregivers and Whanau; Community

The Assistant Principal Relationships and Community is one of the key professional leaders in the school. They are responsible for establishing and maintaining strong relationships within Shirley Boys' High School and outside organisations and groups. They will take a lead role in professional learning of staff and the professional growth of teachers; school promotion; the co-curricular life of the school; and Maori and Pasifika liaison.

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
- Builds and maintains highly effective relationships with staff, students, parents and caregivers, whanau 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
- Inclusive of all cultures, genders and abilities
- 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

KEY RESPONSIBILITIES

Responsibilities	Specific tasks
School leadership	<ul style="list-style-type: none"> Promote and develop the school's vision, values and goals Provide leadership to achieve the school wide strategic priorities and goals Contribute effectively to the Senior Leadership Team Work collaboratively to ensure the smooth running of the school
Professional learning	<ul style="list-style-type: none"> Supports the professional growth and development of staff Ensures an effective school wide professional learning programme is developed each year Oversees the Professional Growth Cycle for teachers, including teacher registration Organises the provisionally certified teachers programme Carries out new staff induction Organises teacher trainee placements and monitors their progress Monitors staff wellness and communicates with SLT
School relationships	<ul style="list-style-type: none"> Promote a positive and professional culture amongst staff Nurture staff wellness and engagement Ensure effective communication exists within the school and staff Actively listen to and seek the views of staff
Community relationships	<ul style="list-style-type: none"> Liaise with teachers training providers Establishes and maintains strong relationships with tertiary institutions Takes responsibility for school promotion i.e. Open Night, Year 8 Roadshow
Student leadership	<ul style="list-style-type: none"> Oversee the development of student leadership across the school Facilitate student leadership training Promote and support student councils, and other opportunities Mentor Head Boys and other key student leaders
Co-curricular	<ul style="list-style-type: none"> Lead the Creative Shirley programme and liaise regularly with the Head of Performing Arts Oversee Spartan Sport and liaise regularly with Director of Sport Encourage and support staff and student involvement in the co-curricular life of the school
Maori and Pasifika liaison	<ul style="list-style-type: none"> Actively promote biculturalism and multi-culturalism within the school Liaise regularly with Director of Maori and Pasifika Encourage and support whanau engagement Support taha and tikanga Maori throughout the school
House leadership	<ul style="list-style-type: none"> Oversee a House Provide leadership and support for the Dean, Assistant Deans and Form Teachers
Line management	<ul style="list-style-type: none"> Be responsible for curriculum areas which are negotiated Develop leadership capacity of HOD Develop a sound understand of the practice within the curriculum area
Teaching	<ul style="list-style-type: none"> Teach at least two classes

LEADERSHIP RESPONSIBILITIES

Area of leadership	Expected outcome
Professional leadership	<ul style="list-style-type: none"> • Contributes to the running of the school as determined by the Headmaster • Understands, and applies current practices for effective leadership and management • Provides professional leadership throughout the school • Makes constructive contributions to the work of the Senior Leadership Team in a manner which supports effective school organisation and improved learning outcomes for students • Supports the Headmaster in the leadership and management of the school • Reflects on own performance evaluation and demonstrates a commitment to own on-going learning in order to improve performance
Student learning and achievement	<ul style="list-style-type: none"> • Demonstrates a thorough understanding of current approaches to effective teaching and learning • Identifies and acts on opportunities for improving teaching and learning • Operates as a teacher with delivery of NZC for a group/s of students each year (The number of classes will be determined by the Headmaster) • Remains up to date with achievement evaluation and assessment • Applies effective data collection, analysis, interpretation and reporting for student achievement data
Policy and programme management	<ul style="list-style-type: none"> • Initiates, plans and manages policies and programmes which meet national requirements, that are consistent with the school's charter and strategic planning • 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
Staff management and leadership	<ul style="list-style-type: none"> • Participates in the school's performance management systems and makes recommendations to the Headmaster on appropriate professional development opportunities for staff • Works with staff to improve the quality of teaching and learning • Devolves responsibilities and delegates tasks where appropriate • Supports staff to develop new skills and take on new responsibilities including leadership opportunities

Relationships and connections	<ul style="list-style-type: none"> • Develops and maintains positive and productive relationships with staff, students and their whanau • Fosters relationships between the school and the community • Communicates effectively both orally and in writing to a range of audiences • Takes responsibility for assisting with effective day to day management and strategic planning in the school • Understands and operates within the limits of the delegated authorities and adopts a consultative approach with the Headmaster and other staff on issues relating to school policy • Establishes and maintains good communication processes with staff, and between staff and members of the Senior Leadership Team
Resource and asset management	<ul style="list-style-type: none"> • Effective and efficient use of available financial resources and assets, within delegated areas of authority, to support improved student learning and achievement
School wide involvement	<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 • Actively involved in school wide activities and events