

OTARI SCHOOL ASSISTANT PRINCIPAL POSITION DESCRIPTION

Name:

Key Roles:

- To work effectively with the Principal and Deputy Principal to support the management of the school.
- To lead and manage the Māori Immersion Strand
- To work effectively within a syndicate of teachers across strands

Responsible to:

- Principal
- Board of Trustees

Working Relationship with:

- All Staff
- MoE Learning Support Personnel

Key Responsibilities:

- To support and supervise the work of teachers within the strand
- To work with the Principal to allocate staffing and plan classes in The Māori Immersion Strand
- To undertake necessary school-wide leadership when required if the Principal and/or Deputy Principal is away
- To lead in relation to particular school-wide, negotiated responsibilities
- To liaise effectively with whānau and BoT representatives of The Māori Immersion Strand

Primary Objectives

Assistant Principal School- wide Leadership:

The assistant Principal works with the Principal and Deputy Principal to support school-wide administration and management . He/she will undertake responsibilities that support the effective functioning of the entire school. This may involve “stepping up” from time to time if the Principal or Deputy Principal are absent.

Assistant Principal Strand Leadership:

The Assistant Principal is also the Māori Immersion Strand Leader. As such he/she will manage the strand in liaison with the Principal. Key tasks are:

- Facilitating strand meetings
- Helping to organize classes and allocate any extra staffing
- Liaising with key whānau members to support hui and whānau events and activities

- Keeping the Principal informed of strand achievement, student well-being and curriculum development
- Facilitating Professional Learning Development
- Ensuring resources are maintained and replenished
- Catering for the well-being of tamariki within the strand
- Ensure effective utilization of support teacher aides
- Facilitate the effective utilization of the Kaiarahi i te reo

Teaching:

The Assistant Principal will teach a class within the Māori Immersion Strand for 4 days a week, with 1 day management release.

Ngā Tauria Paerewa Ngaioatanga – Standards for the Teaching Profession

The Professional Standards describes the expectations for all teachers in NZ. Through consultation and collaboration Kaiako have clarified how these are expressed at Otari School. The resulting document guides teaching. It serves as generic teacher job description and is the basis for the Otari School Professional Growth Cycle.

Signed

Date: