

West Melton School

Job Description: Principal

Job Title: Principal, West Melton School

Responsible to: Board of Trustees

Overview: The Principal is a full member of the Board of Trustees, sharing the collective responsibility for the governance of the school, including development of the annual budget and development of school policy. The Principal is the Board's main agent in ensuring the effective operation of the school, specifically the implementation of approved school policies and procedures. The management role involves four main areas of responsibility:

- the educational success of all students;
- the professional performance and development of its staff;
- the day-to-day administration of school life;
- the effective communication between all members of the school's community.

As a minimum, the “Professional Standards for Primary Principals” will apply, with this Job Description providing additional clarity.

Scope: This document describes the general *Tasks and Duties* required of the Principal.

Guiding Objectives:

1. Ensure that learning is the central focus of the school, and that staff are encouraged to learn new skills, new approaches, and widen their curriculum and assessment knowledge, and by doing so meet the individual learning needs of all students.
2. Develop and promote a school culture where pupils feel safe, relaxed and encouraged to achieve and to mature physically and socially.
3. Ensure the school is an orderly place, where facilities are well maintained and respected.
4. Ensure that the core values and culture of the school is at the hub of all school activities.
5. Encourage the staff, students and wider community to take pride in the school and its achievements.

Specific Tasks and Duties:

1. Work closely with the Board to further develop and implement a vision for the school.
2. Keep the Board regularly and fully informed on all material matters within the school, and assist the Board of Trustees in exercising their governance and diligence obligations with open and timely communications.
3. In conjunction with the Board, develop the Charter and lead the management team in its implementation. Each year update this strategic plan by preparing a revised Annual Plan for Board approval that reflects this strategic intent.
4. Ensure that students' educational needs are met and that parents are consulted when necessary and provided with timely advice of pupils' progress and achievement.
5. Assist the Board in the ongoing development of appropriate and internally consistent school policies, oversee the consistent implementation of these policies, and advise and assist with regular reviews of any, or all policies, as and when requested by the Board.
6. Ensure that procedures and practices are in place to maintain and improve staff effectiveness through appropriate recruitment, supervision and performance management, provision of professional development and encouragement of self-development.
7. Ensure the school maintains compliance with all relevant regulatory requirements.
8. Ensure all delegated authorities put in place by the Board of Trustees and those required by legislation are complied with, and that these are reviewed and updated at least annually or more frequently if appropriate.
9. Implement the Board's obligation to be a good employer, complying with EEO requirements and carrying out all appraisals in accordance with the relevant policies.
10. Assist the Board with preparation of the annual budget in-line with the school's strategic planning intentions.
11. Manage the school budget closely, ensuring efficient day-to-day financial processes are in place and carried out, monitoring their status regularly. Participate in financial audits of the school's accounts.
12. Manage the school administration efficiently and accurately, complying with all Ministry of Education and Board of Trustee policies and guidelines. Ensure the efficient and effective operation of the school office and internal administration functions.
13. Ensure accurate accounts are prepared and presented in a timely manner to the Board. Prepare written comment to accompany the accounts where necessary to explain any deviation from the intended budget, with recommendations as to how such deviations should be corrected.
14. Take an active part with the school's Parent Teacher Association to ensure effective links between this organisation, the school community and wider community.

15. Prepare a draft Annual Report for the Board of Trustees to review at the end of each financial year, covering financial and non-financial performance, key achievements, constraints or other issues in relation to meeting achievement targets, including national standards and plans to improve school performance.
16. Provide a written Principal's Report prior to regular Board of Trustee meetings, including relevant key performance indicators, as required by the Board.
17. Ensure that all material risks to school operations or personnel and student safety are understood and appropriately mitigated, and that the Board is kept fully informed of any change to the status of these risks or the intended mitigation actions.
18. Manage the school property in accordance with the agreed property plan. Report regularly to the Board of Trustees on property matters and Ministry of Education as appropriate.
19. Ensure no activities are undertaken which could bring the school into disrepute.
20. Communicate regularly with all members of the school's wider community as the identifiable leader of the school, ensuring that the school is actively promoted in a positive and appropriate manner.
21. Keep current with educational research and developments, to bring into the school knowledge, ideas and examples from other educational organisations as appropriate and lead discussion within the school on their possible relevance and application.
22. Take an active part in leadership and development activities, both within the school and with other schools, being prepared to articulate the school's philosophy and values.

PROFESSIONAL STANDARDS

AREAS OF PRACTICE	PROFESSIONAL STANDARDS
<p>CULTURE</p> <p>Provide professional leadership that focuses the school culture on enhancing learning and teaching.</p>	<p>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>Promote a culture whereby staff members take on appropriate leadership roles and work collaboratively to improve teaching and learning.</p> <p>Model respect for others in interactions with adults and students.</p> <p>Promote the bicultural nature of New Zealand by ensuring that it is evident in the school culture.</p> <p>Maintain a safe, learning-focused environment.</p> <p>Promote an inclusive environment in which the diversity and prior experiences of students are acknowledged and respected.</p> <p>Manage conflict and other challenging situations effectively, and actively work to achieve solutions.</p> <p>Demonstrate leadership through participating in professional learning.</p>
<p>PEDAGOGY</p> <p>Create a learning environment in which there is an expectation that all students will experience success in learning.</p>	<p>Promote, participate in, and support ongoing professional learning linked to student progress.</p> <p>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>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>Ensure that the review and design of school programmes is informed by school-based and other evidence.</p> <p>Maintain a professional learning community within which staff members are provided with feedback and support on their professional practice.</p> <p>Analyse and act upon school-wide evidence on student learning to maximise learning for all students, with a particular focus on Māori and Pasifika students.</p>
<p>SYSTEMS</p> <p>Develop and use management systems to support and enhance student learning.</p>	<p>Exhibit leadership that results in the effective day-to-day operation of the school.</p> <p>Operate within board policy and in accordance with legislative requirements.</p> <p>Provide the board with timely and accurate information and advice on student learning and school operation.</p> <p>Effectively manage and administer finance, property, and health and safety systems.</p> <p>Effectively manage personnel, with a focus on maximising the effectiveness of all staff members.</p> <p>Use school/external evidence to inform planning for future action, monitor progress, and manage change.</p> <p>Prioritise resource allocation on the basis of the school's annual and strategic objectives.</p>
<p>PARTNERSHIPS and NETWORKS</p> <p>Strengthen communication and relationships to enhance student learning.</p>	<p>Work with the board to facilitate strategic decision making.</p> <p>Actively foster relationships with the school's community and local iwi.</p> <p>Actively foster professional relationships with, and between colleagues, and with government agencies and others with expertise in the wider education community.</p>