

MARIST COLLEGE
Assistant Principal, Tagged 4MU/2MMA, DRS, Special Character and Mission
Job Description

NAME:

APPRAISER: PRINCIPAL

The Assistant Principal must also refer to the Job Description for Experienced Classroom teachers. The Performance review will cover both areas.

There is a 0.5 teaching load attached to this position.

Senior Leadership portfolios will be negotiated and finalised on a year-to-year basis.

Dimension	Performance Indicators Include
1. Special Character Support the Special Character of the College	<ul style="list-style-type: none">• Support the ethics and philosophy of Catholic education, in particular the yearly Core Values and Special Character Strategic Goals• Assist in planning and organising programmes that reflect the Special Character of the College• Leads the Religious Education Department with the support of the Assistant TIC of RE Curriculum and Assistant DRS Liturgy.• Model Christian values
2. Professional Leadership To provide effective leadership as a member of the Senior Leadership team. Provide professional leadership to staff in promoting, enhancing, and	<ul style="list-style-type: none">• Is an effective member of the Senior Leadership Team• Contribute to the effective day to day running of the school.• Leads the school RE team and the RE curriculum.• Liaise with staff about RE courses and development.• Organises with support of RE team school retreats, sacramental programmes, school Liturgies and Mass.

Dimension	Performance Indicators Include
upholding the Special Character of the School.	<ul style="list-style-type: none"> • Take responsibility for Mission and Social Action projects • Participates as an effective and functional member of Senior Leadership in setting school direction, systems, and procedures • Effectively deputises for the Principal or Co DPs / Aps when required • Reports monthly to the Board of Trustees. Supports the Principal and the Board to review and develop school programmes and policies. • Supports the Principal to lead Special Character Review both internally and externally. • Provides appropriate collegial support and guidance to other staff members • Undertakes appropriate professional development to enhance individual expertise in areas of management, administration and education • Provides sound leadership in handling staff issues including complaints; is a role model; gives advice when required • Involved in student leadership training
3. School Administration To ensure that administrative tasks are carried out effectively	<ul style="list-style-type: none"> • Organises, co-ordinates and participates in school assemblies with the Co DPs/ APs • Ensures that the achievements of students are appropriately acknowledged • Provides a weekly reflection for the school newsletter.
4. Co-ordinates School Assemblies	<ul style="list-style-type: none"> • Oversees assembly schedule and liaises with staff Liturgy leader about whanau group liturgy • Prepares girls to present in assembly • Organises set up and running of assemblies
5. Year 1 & 2 Teachers	<ul style="list-style-type: none"> • Meets with Year 1 & 2 teachers regularly and ensures they receive a structures programme of advice and guidance • Ensure that each Year 1 & 2 teacher has a mentor teacher who is aware of his/her responsibilities

Dimension	Performance Indicators Include
To ensure that Year 1 & 2 teachers receive an effective advice and guidance programme	<ul style="list-style-type: none"> • Ensures that a classroom observation is completed each term by mentor teacher and once per year verbal and written feedback is given to the Year 1 & 2 teachers • Encourages observation of good teaching practice for each Year 1 & 2 teacher liaison with SCT for advice and guidance • Provides Special Character induction for all new Staff.
<p>6. Community Involvement</p> <p>To contribute to the wider life of the school</p>	<ul style="list-style-type: none"> • Actively supports student's extra-curricular activity through organisational assistance and attendance at events • Participates in and supports school social functions • Be a point of contact for a negotiated community group withing the school. • Attends relevant meetings and functions • In all dealings with the school and the wider community acts as a good role model • Always presents the school in a positive light to enhance the school's reputation
<ul style="list-style-type: none"> • Dimensions of this job description may vary depending on the strengths of the successful candidate. 	