



# Canterbury Primary Principals' Association

*Leaders are stronger when leading together.*  
**We collaborate; We celebrate; We connect**

## **CPPA Principal Mentor Description of Work**

**1 FTTE - (shared position of 0.50 FTTE each)**

### **Role of Mentors**

This role is to support the professional learning, well-being and ongoing capabilities of principals in undertaking the complexities of their work, based on the principles of Kiwi leadership and Tu Rangatira. The Mentor will share knowledge, promote sustainable leadership practises and build principal capacity, ensure principal well being to improve student outcomes within a school development culture.

CPPA mentors is a responsive role. They will work closely with the Leadership Advisors and NZEI Principal Support to ensure principals are supported with issues that need either a short term response or longer if they are more complex in nature . Human Resources and industrial issues would be referred to NZSTA or NZEI Principal Support as currently happens.

Issues that are likely to be more complex in nature will be referred to the Leadership Advisors but if this service do not have the capacity to provide timely support then CPPA mentor will provide the necessary support.

### **Primary objectives of a Mentor**

Establish professional relationships with principals to assist them in developing understandings and skills which lead to organisational effectiveness and healthy sustainable practices.

The Mentor will:

- Model and contribute to healthy, culturally intelligent effective and sustainable leadership work practices in schools and where necessary, support principals and leaders in managing complex issues that may impact negatively on the performance of the school and principal;
- Facilitate principals' understanding and knowledge regarding the application of significant funding under the resource allocation model to points of greatest strategic importance and need as identified by evidence based decision making and within the context of broader system wide strategic priorities and directions;
- Work with principals in developing evidence-based approaches to guide school strategic directions, planning, monitoring and evaluation for improved student learning outcomes and the continuous professional learning and development of teacher and leader capabilities within and beyond their local



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contexts;

- Assist principals to facilitate and establish communities of practice across networks of schools, especially in rural areas where appropriate, to generate cultures enhanced by shared learning, growth and innovation
- Collaborate with principals' professional associations, key stakeholders, Schools and Ministry of Education and Leadership Advisors to ensure the role is targeted to those that need the most support.
- Be able to respond to crisis and be flexible to quickly respond to requests of support.
- Initially approaches by principals may be "just in time" and may be short term in their need. This may then develop into the mentor taking a wider coaching role to support the principal. Mentors also offer 'courtesy calls' to principals to keep in touch and maintain relationships.

## **Key Tasks**

The mentor will:

- Meet with school principals upon request
- Actively listen, process, and carefully reflect before offering advice
- Communicate respectfully and clearly
- Seek advice where required
- Prioritise emergencies and critical issues to take precedence as required
- Liaise with other relevant services and departments to provide relevant and timely support where necessary
- Maintain professional, and close relationships with principal colleagues
- Maintain confidentiality
- Maintain sufficient records to produce relevant milestone reports to CPPA and MoE on a monthly basis
- Support and strengthen positive and effective relationships between the principal and board of trustees
- Provide or source sound advice on all aspects of school management, including personnel, finance, property, health and safety
- Provide coaching and mentoring on key leadership activities such as strategic planning, evaluation and review, change management and problem solving
- Liaise with other agencies/ groups who work is to support principals and schools e.g MOE, NZSTA, ERO,
- Facilitate the development and running of beneficial Professional Learning Groups
- Be 'on call' 24/7 and respond accordingly



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## **Person Specification**

The person will:

- be a skilled coach and mentor
- be able to strengthen relationships with iwi and hapu
- be experienced in working alongside small town, rural schools
- be an experienced principal or ex-principal, with proven record
- be warm and personable, with good listening skills
- have positive relationships and credibility across the sector
- be IT literate and is contactable through this medium
- be a skilled mediator
- be a restorative justice practitioner or familiar with similar techniques
- Maintain high levels of professionalism and appropriate confidentiality

## **CONDITIONS OF EMPLOYMENT:**

- The mentor will be employed under the terms and Conditions of the Primary Teachers' Collective Agreement 2019-2022
- The CPPA President will act as the employing school.
- **There are two mentors.** Each mentor will be paid on the Unified Pay Scale Q3+ Step 11 (50%) plus 1 FT Unit (\$4,000.00) each.
- Each mentor will invoice the employing school for travel and fair and reasonable expenses at the end of each term

signed :

date: