



# Coromandel Area School

Te Kura a Rohe O Waiiau

## Senior Leadership Team - Assistant Principal

**Responsible to:** Board of Trustees  
Principal

**Key Relationships:** SLT  
Staff  
Students  
Parents/Whānau

**Components of position:** 2 Permanent Units - Strategic Aims  
2 Permanent Units - Syndicate Leadership  
Teaching load negotiated as per ASTCA

**Performance assessed against:** The Standards for the Teaching Profession  
Professional Standards for Area School Teachers  
CAS Assistant Principal Job Description

### Leadership Objectives:

- Support the Board & Principal to implement the schools strategic charter & vision.
- Support, promote and maintain an optimum learning environment for all members of CAS
- Keep up to date with current pedagogical research & trends & support professional learning of staff.
- Contribute to the collegial and cultural life of the school.
- Provide support for, and maintain constructive relationships with, other staff
- Foster positive and respectful relationships with students.
- Establish and maintain strong relationships with parents, whanau and community.
- Deputise for the Principal when required

### Strategic Aim Leadership 2020-2023: (Reviewed annually)

Strategic Portfolio 1 - based on strengths

Strategic Portfolio 2 - based on strengths

### Syndicate Leadership Responsibilities: (Syndicate to be based on needs/strengths of SLT)

- Leadership
- Organisation & Management
- Pastoral
- Data & Reporting
- Academic Mentoring
- Curriculum & Learning
- Staff Appraisal

### Other Leadership Responsibilities (as required but not limited too)

*These will be negotiated and dependent on workload & time commitment:*  
(Based upon strengths and areas of need)

| Overall Objectives  |   |
|---|---|
| Key Tasks:  | Evidence:   |
| Support the Board & Principal to implement the schools strategic charter & vision.  | <ul style="list-style-type: none"> <li>• Demonstrate knowledge, understanding &amp; support for the school's strategic direction.</li> <li>• Can clearly &amp; effectively communicate the school's vision &amp; values</li> <li>• Work closely with Board &amp; SLT to review progress &amp; identify well founded priorities</li> <li>• Show growth &amp; development of strategic area of leadership</li> <li>• Develops leadership in the area of policy &amp; strategic planning</li> <li>• Contributes expertise to strategic planning &amp; review where required</li> <li>• Embody the school values through actions, words, ideas, behaviours.</li> </ul>  |
| Support, promote and maintain an optimum learning environment for all members of CAS, in a collegial manner                                 | <ul style="list-style-type: none"> <li>• Uphold collegial practices that build capability in others</li> <li>• Maintain organisational responsibilities to ensure effective running of the school.</li> <li>• Effectively lead and manage the delegated areas of leadership &amp; responsibility.</li> <li>• Visible to staff and students in and outside of classrooms on a regular basis</li> <li>• All members of the school community will enjoy respect &amp; support</li> <li>• Be able to draw on individual and collective strengths to reach goals</li> <li>• Ensure problems impeding learning &amp; wellbeing are identified &amp; resolved</li> <li>• Creates an environment of positive feedback and feedforward.</li> <li>• Uses consultative or collaborative decision-making processes</li> <li>• Identifies potential and assumes a role in harvesting it</li> </ul>                                     |
| Keep up to date with current pedagogical research & trends & support professional learning of staff to create opportunities for enrichment. | <ul style="list-style-type: none"> <li>• Demonstrate awareness of new trends, developments &amp; initiatives</li> <li>• Keeps abreast of new evidence &amp; research-based knowledge</li> <li>• Actively seeks professional development &amp; attends to own learning</li> <li>• A willingness to share findings, to support self, others &amp; school initiatives.</li> <li>• Uses critical friends to discuss leadership practice &amp; extend own knowledge &amp; capabilities</li> <li>• Encourages others to plan &amp; pursue further learning &amp; career goals</li> <li>• Maintain a continuous process of reflection</li> <li>• Model innovative methods of teaching, &amp; delivery of high quality authentic learning.</li> <li>• Other staff seek advice and support regarding classroom practice.</li> <li>• Support staff who try new things that would advance the schools visions &amp; goals</li> </ul> |
| Contribute to the cultural life of the school & help grow & develop the bi-cultural contexts.   | <ul style="list-style-type: none"> <li>• Demonstrate a high level of cultural responsiveness</li> <li>• Help grow and develop the school's bi-cultural journey</li> <li>• Support staff to understand &amp; develop culturally responsive practices</li> <li>• Understand cultural heritage using Treaty of Waitangi as the foundation</li> <li>• Contribute to the wider life of the school through participation &amp; support of events/activities.</li> <li>• Ensure an awareness and sensitivity to the cultural diversity of the school.</li> </ul>   |
| Provide support for, and maintain constructive relationships with, other staff  | <ul style="list-style-type: none"> <li>• Contribute to and participating in collaborative activities with SLT</li> <li>• Build &amp; maintain supportive-challenging relationships.</li> <li>• Willingness to support &amp; provide effective guidance to all members of staff.</li> <li>• Extends a genuine care and compassion for individual staff members</li> <li>• Show flexibility &amp; responsiveness to individual &amp; group needs.</li> <li>• Promote positive relationships &amp; communication between staff and SLT.</li> <li>• Make constructive contributions to the management &amp; leadership of the school.</li> </ul>  |
| Foster positive and respectful relationships with students.   | <ul style="list-style-type: none"> <li>• Provide support and guidance to all students</li> <li>• Communications with students are positive, constructive &amp; respectful.</li> <li>• Promote confidence and optimistic attitudes in all students</li> <li>• Supports equal and fair treatment &amp; opportunity for all</li> <li>• Warm and easy to approach, and uses diplomacy &amp; tact in difficult situations</li> <li>• Use positive strategies to manage student behaviour, in line with PB4L initiative.</li> </ul>   |
| Establish and maintain strong relationships with parents, whanau and community.   | <ul style="list-style-type: none"> <li>• Communication with parents/whanau is positive, constructive, and supportive.</li> <li>• All visitors to the school are made to feel welcome &amp; included.</li> <li>• Communication with parents &amp; whanau is timely &amp; consistent.</li> <li>• Reporting/Records are completed &amp; available on request to parents/whanau</li> <li>• Demonstrates awareness of the school's community composition</li> <li>• Contributes to the building of new knowledge for the teaching profession</li> <li>• Uses networks outside school for expert advice or access resources</li> </ul>  |

| Syndicate Leadership   |  |
|--|--|
| Key Tasks:   | Evidence:  |
| Leadership   | <ul style="list-style-type: none"> <li>● Lead, manage &amp; coordinate the staff in the Syndicate</li> <li>● Lead and guide Syndicate meetings, setting agenda.</li> <li>● Ensure ongoing programmes meet group &amp; individual needs</li> <li>● Support &amp; provide effective guidance &amp; professional leadership</li> <li>● Lead professional discussions</li> <li>● Be a link between SLT &amp; Syndicate</li> <li>● Monitor teacher-student relationships &amp; provide appropriate advice &amp; support to staff &amp; students</li> <li>● Helps develop a positive &amp; effective team environment</li> </ul>   |
| Organisation & Management  | <ul style="list-style-type: none"> <li>● Consult with staff on class(es) for the following year.</li> <li>● Consider student class(es) for following year &amp; propose plan to SLT</li> <li>● Contribute to the preparation of the planning &amp; timetabling for the year</li> <li>● Manage resources equitably and effectively &amp; in line with strategic vision, goals &amp; values</li> <li>● Manage assigned budgets in a diligent &amp; fiscal manner</li> <li>● Coordinate parent interviews/conferencing</li> <li>● Ensure staff are prepared &amp; organised</li> </ul>  |
| Pastoral   | <ul style="list-style-type: none"> <li>● Develops strong positive relationships with students, staff &amp; parents</li> <li>● Provide support &amp; guidance for students in Syndicate</li> <li>● Provide appropriate support &amp; advice to teachers on student management.</li> <li>● Follow up with issues, concerns raised by staff, if necessary</li> <li>● Provide information to parents in a timely fashion</li> <li>● Regularly communicate with families both concerns &amp; celebrations.</li> <li>● Provide appropriate support to teachers &amp; whanau to support reducing inappropriate behaviour</li> <li>● Apply the PB4L policies &amp; procedures for managing behaviour</li> <li>● Regular review of attendance data</li> <li>● Concerns followed up with communication home</li> <li>● Referrals to Attendance Services completed if necessary</li> <li>● Conduct student interviews/induction upon enrolment</li> </ul> |
| Data & Reporting   | <ul style="list-style-type: none"> <li>● Provide leadership in the management &amp; use of achievement data to inform teaching &amp; learning</li> <li>● Collect &amp; collate data across Syndicate, at key times across the year</li> <li>● Provide data to SLT</li> <li>● Identify priority learners &amp; track learning</li> <li>● Monitor report cycle deadlines &amp; process</li> <li>● Ensure quality reports to families go out twice a year</li> <li>● Liaise with Senior Leader overseeing report structure</li> <li>● Organise parent interviews &amp;/or meetings</li> </ul>   |
| Curriculum & Learning  | <ul style="list-style-type: none"> <li>● Curriculum implementation will reflect the schools strategic direction &amp; policies.</li> <li>● Provides appropriate leadership in the curriculum delivery &amp; review</li> <li>● Articulate clearly the strategic aims of the school curriculum</li> <li>● Ensure learning programmes link with these aims &amp; are appropriate</li> <li>● Ensure that students individual needs are met in order to maximise learning &amp; achievement</li> <li>● Provide support for teachers as requested or when a need is identified</li> <li>● Refer students for specific support (work with SENCO)</li> <li>● Academic mentoring</li> </ul>   |
| Staff Professional Growth  | <ul style="list-style-type: none"> <li>● Participates fully, and supports staff, through annual Professional Growth Cycles.</li> <li>● Supports staff to engage in professional development</li> <li>● Identify areas of professional performance for further development &amp; improvement</li> <li>● Ensure staff are supported in use of observation tools and peer coaching</li> <li>● Encourage a growth mindset and challenge staff through constructive coaching</li> <li>● Staff feel valued &amp; supported to grow their capability to perform well</li> </ul>   |
| <i>Other Syndicate responsibilities as required (negotiated around workload &amp; time commitment)</i> |  |

Signed: \_\_\_\_\_  
(Assistant Principal)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Principal)

Date: \_\_\_\_\_