



# WAIANIWA SCHOOL

## Waianiwa School– Principal Job Description

### Purpose of Position

The Principal is responsible to the Board of Trustees for the professional leadership, day to day management of the school, the implementation of the boards policies and plans, the direction and supervision of all staff, and the educational and general well being of the students.

### Context of Position

- The Principal is accountable to the Board of Trustees through its chairperson.
- In conjunction with the Board, develop the Charter and lead in its implementation. Each year update this strategic plan by preparing a revised Annual Plan for the Board approval that reflects this strategic intent.
- The Principal will work closely and liaise with the Waianiwa School parents, caregivers, and wider community.
- The Principal will comply with all legal requirements (legislation, employment contracts, school charter) and the Boards policies and plans.
- The Principal will work closely with the other members of the Board on all staffing matters.
- The Principal is responsible for the day to day management and administration of the school, and its resources and facilities.
- The Principal is responsible for the professional leadership, including school curriculum and classroom programmes, staff performance, pupil wellbeing and progress.
- Ensure that students' educational needs are met and that parents are consulted when necessary and provided with timely advice of pupils' progress and achievement.
- Ensure 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.
- Ensure accurate accounts are prepared and presented to the Board along with a written Principal's Report prior to regular Board of Trustee meetings.
- Ensure the school is an orderly place, where facilities are well maintained and respected.
- Encourage the staff, students and wider community to take pride in the school and its achievements.
- Ensure that the core values and culture of the school is at the hub of all school activities.



# WAIANIWA SCHOOL

## **Working Relationships**

- The Principal gives priority to ensuring the wellbeing and educational achievements of the pupils.
- The Principal works supportively with the Board and members of the school staff.
- The Principal fosters and maintains positive relationships with the parents and the community.
- The Principal promotes the interests and image of the school in dealing with external agencies.
- The Principal takes an active part with the school's Parent Teacher Association to ensure effective links between this organisation, the school community and wider community.

## **Person Specification**

The Principal of Waianiwa School will possess all or most of the following professional skills, qualifications and attributes.

Professional Experience/Qualifications and Skills our Principal will hold:

- Senior management experience in a NZ School.
- Classroom teaching experience in a NZ school.
- Expert knowledge of current pedagogies, curriculum and assessment applications in a NZ context, with a commitment to professional development for all staff.
- An in-depth understanding of the NZ Curriculum.
- Can provide strong future focused leadership to strategic and action planning. Has the ability to monitor implementation and is committed to authentic and ongoing self-review.
- Commitment to the Treaty of Waitangi and building a culturally responsive school that maximises all student success while catering for their diverse needs and cultures.
- Excellent communication and interpersonal skills with staff, students, parents, and the wider community.
- Proven ability to create a working and learning environment that is safe, supportive, and fun, where staff and students feel valued.
- Experience of current practices using Information Technology to assist learning outcomes.
- An ability to effectively network with relevant external agencies, community organisations and professional colleagues.
- Proven financial management and a comprehensive understanding of the statutory requirements of the Ministry of Education.



# WAIANIWA SCHOOL

Attributes our Principal will have:

- Honesty and Integrity
- The ability to uphold professional standards and values.
- Ability to think from different perspectives and will encourage others to do likewise, respecting and engaging diverse thinking and learning styles.
- Energy, drive, diligence and a “can do” attitude.
- Be personable, approachable, inclusive and very visible around the school.
- The ability to handle stress and operate well under pressure.
- Trust and empower staff and students to develop and lead new projects.
- Skills to develop and achieve the high level of respect and accomplishment needed in the role.
- A motivated, positive person who adds value to any situation.
- Well-practised at multitasking.