WHANGAPARĀOA COLLEGE
Together Believe Achieve Ngātahi Whakapono Tutuki

POSITION DESCRIPTION
Principal's Nominee (PN)

Reports to: Deputy Principal - Senior School

Purpose
The Principal's Nominee (PN) is nominated by the Principal of a school with consent to assess. The Principal's Nominee (PN) is accountable for leading quality assessment practice, integrity of assessment data, robust quality assurance, NZQA administrative compliance, and for all communication with NZQA.

Strategic Alignment
The Principal's Nominee is a staff member nominated by the Principal of a school with consent to assess. The role operates in strategic alignment with the Senior Leadership Team and Heads of Learning Area (HoLAs) to ensure integrity, credibility and robust quality assurance of assessment data and practice, and to support teacher knowledge and capability with regard to assessment.

Our values guide how we lead:

- **Ngātahi (Together)** – we work in partnership and collaboration.
- **Whakapono (Believe)** – we build confidence and trust.
- **Tutuki (Achieve)** – we aim high and strive for excellence.

Senior and Middle Leaders each model and embed these values in all aspects of leadership.

The key accountabilities of the Principal's Nominee role are:

- **Leadership** - Leading by enabling and empowering curriculum leaders and teachers to provide quality assessment of students for New Zealand qualifications.
- **Quality Assurance** - Monitoring and reviewing that effective practice of quality assessment for New Zealand Qualifications meets student needs.
- **Administration** - Checking that the administrative functions needed to assess for New Zealand Qualifications are accurately managed to meet agreed timelines.

PART 1 - Core Leadership Responsibilities and Accountabilities

The Principal's Nominee will carry out the following duties (as per NZQA directives):

Quality assurance, reporting, ensuring integrity

- Maintaining and monitoring quality assurance practices within the school to ensure the validity and credibility of assessment for qualifications
- Reporting internal assessment results for all qualifications after internal moderation has been completed
- Ensuring the integrity of assessment data submitted to NZQA, including candidate eligibility, reported results and candidate entries for external assessment.

Key communications with NZQA on behalf of the school and candidates

- Ensuring that assessment data including candidate information is forwarded to NZQA to meet published deadlines
- Considering and making applications to NZQA on behalf of candidates for special assessment conditions
- Ensuring that candidate fees (for international students) are paid in full to NZQA to meet published deadlines
- Managing derived grade applications to NZQA on behalf of candidates
- Responding to NZQA communications and requests for information
- Facilitating NZQA visits and reviews.

External moderation, breaches and assessment policies and processes

- Ensuring the school engages in and complies with the external moderation process and that issues identified by the external moderation process are addressed in a timely manner
- Developing and managing the school's breaches of the rules for internal assessment, and appeals process
- Maintaining the currency of the school's assessment policy and procedures to reflect NZQA requirements and communicating them to staff, students and families.

Smooth running of external examinations and assessments

- Ensuring the smooth running of external examinations - by communication with school staff, and students and by working with your examination centre manager
- Ensuring the availability of suitable accommodation and equipment for the conduct of all external assessments.

PART 2 - What you bring to the role:

Experience

- Successful teaching experience, with demonstrated expertise in both teaching and assessment practice.
- Experience leading assessment design, moderation and reporting.
- Experience working and leading with necessary detail, integrity and compliance.
- Experience supporting colleagues to strengthen their capabilities.

Qualifications

- Current full NZ Teaching Council Registration and Practising Certificate.
- Relevant teaching qualification.

Skills and knowledge

- Leadership - Enables and empowers curriculum leaders and teachers; acts as a permission giver, influencer, and change leader.
- Communication - Acts as a respected assessment knowledge holder, communicator, and liaison across teams.
- Quality Assurance - Monitors and reviews quality assessment practices to ensure student needs are met.
- Assessment Expertise - Demonstrates regulatory, analytical, and evaluative capabilities in assessment design and oversight.

- Administration - Accurately manages administrative functions to meet agreed timelines with strong attention to detail, accuracy, and control.
- Compliance - Ensures strict adherence to regulatory standards and functional knowledge requirements.

Personal attributes

- Embodies Āhuatanga Whangaparāoa in everyday actions
- Brings credibility, attention to detail and enthusiasm to the role.
- Builds trust through positive, respectful and supportive professional relationships.
- Holds high expectations for assessment quality, integrity and outcomes.
- Works collaboratively while providing clarity and direction.
- Open to feedback, reflective and committed to professional growth.
- Organised, reliable and able to follow through on agreed priorities.
- Proactive, solutions-focused and committed to continuous improvement.
- Models professionalism, integrity and the school's values.

Working relationships

Works closely with:

- Principal
- Associate Principal - Teaching and Learning
- Deputy Principal - Senior School
- Deputy Principal - Curriculum & Assessment
- NZQA Administrator
- Heads of Learning Area
- Curriculum Leads