Assistant Principal (3MU) - Job Description 2027

Effective 28 January 2027

Mairehau Primary School

Position Details

Teaching: 3 days (0.6 FTTE) - classroom teaching per week

Release Time: 2 days (0.4 FTTE) - Y1-4 Leadership & Learning Support Years 1-4

Works collaboratively: Deputy Principal/LSC & Assistant Principal (Years 5-8) & Year 3&4 Team Leader

Reports to: Principal

Key Relationships: Leadership Team, Deputy Principal/LSC & Years 3-4 Team Leader, Years 1-4 teaching staff.

Role Description

The Assistant Principal (Years 0-4) is a key member of the school's Leadership Team, with responsibility for the effective leadership, teaching and learning, and pastoral care of staff and students across Years 0-4, including Learning Support in coordination with the Deputy Principal.

The role includes:

- Oversight of curriculum, teaching and learning, and assessment practices (Years 0-4)
- Pastoral care and well-being of staff and students in your team/s
- Professional Growth Cycle - Mentoring and supporting (observations, feedback on practice) Years 0-4 staff, including the Literacy Intervention Teacher and Year 3-4 Team Leader
- Working closely with the Deputy Principal/LSC & Assistant Principal (Years 5-8) with the school's Curriculum and Assessment development in line with the delivery of Te Mātaiaho
- Learning Support for Years 1-4 in collaboration with the DP/LSC, who has the key oversight of learning support across the school
- Work in collaboration with the Year 5-8 Assistant Principal to lead, model and give regular feedback on explicit teaching practice across the Year 1-4 area of the school supporting staff to build on and continue to develop effective teaching pedagogy and practice.

- Oversight and coordination of Y1-4 EOTC sport and learning events (field trips, pre-school visits, assemblies, special student celebrations etc.)
- Contribute to and support the school's strategic planning as well as continuing to support and foster our positive and professional school culture
- Plan, lead and oversee the Year 0/1 transition planning as well as building ECE relationships with our school including promotion and connection opportunities

Key Roles and Responsibilities

Leadership and Team Development

- Be an active and visible member of the Leadership Team
- Lead a high-performing Years 1-4 learning team with a focus on raising student achievement particularly in Literacy and Mathematics
- Provide pastoral guidance and support to Years 0-4 staff and students
- Mentor and coach staff in partnership with the Assistant Principal (Years 5-8), with a focus on the *8 People Model* and the *Impact Analysis Cycle*
- Deliver and facilitate professional learning opportunities for staff at both team and whole school level
- Manage the effectiveness of the Year 1-4 learning team and associated budgets

Teaching and Learning

- Lead curriculum planning, assessment, and evaluation across Years 1-4, ensuring alignment with the refreshed New Zealand Curriculum and school priorities
- Support consistent implementation of structured interventions and teaching approaches
- Monitor and analyse achievement data to inform teaching practice and resourcing decisions
- Oversee the Literacy Intervention acceleration programme

Co-Curricular and EOTC

- Ensure that systems, structures, and resources for Years 1-4 are well organised and effective
- Oversee the planning and delivery of EOTC programmes, including field trips, ensuring safety and alignment with school policies and strategic goals

Whole-School Contribution

- Support the Principal and Deputy Principal/SENCO as required, including deputising in their absence
- Model and uphold school values, fostering a safe, supportive, and inclusive culture
- Build strong partnerships with students, parents, whānau, and the wider community