Birkdale Intermediate School

Job Description: Assistant Principal

Reports to: Principal

Additional Leadership Roles: Team Leader

Primary Objectives

- Lead the ongoing development of the school curriculum, ensuring alignment with the New Zealand Curriculum and the school's strategic and annual goals
- Empowering teachers to deliver high-quality, innovative, culturally responsive, and inclusive learning programmes
- Ensuring student achievement and effective teaching practice, working to remove barriers to learning
- Building and maintaining professional relationships with students, whānau, colleagues (BIS and beyond) and community
- Ensuring their own understanding of culturally responsive practice based on Te Tiriti o Waitangi and tikanga Māori, and what it means in professional practice
- Actively supporting and working to build and achieve the school strategic plan, vision and values
- Facilitating the professional growth and wellbeing of staff and their roles within the wider school
- Leading and engaging in the Professional Growth Cycle
- Ensuring staff uphold their obligations to The Standards for the Teaching Profession and The Code of Professional Responsibility
- Looking after the environment of the school, including safety, wellbeing and physical resources

Personal and Professional Qualities

- approachable and receptive
- adaptable and resilient
- shows integrity
- trustworthy
- self-aware and reflective
- reliable
- team player (collaborative, helpful, supportive, on board)
- solutions-focused and positive

- growth mindset

Areas of Responsibility

Key areas of responsibility	Elaboration of responsibility
Curriculum Development	● Lead curriculum review and development to ensure alignment with *The New Zealand Curriculum* and school strategic goals. ● Support teachers to design, plan, and implement high-quality, innovative learning programmes. ● Promote culturally responsive and inclusive teaching practices. ● Facilitate professional learning and development in curriculum areas as identified in the school's annual plan.
Teaching and Learning	● Build teacher capability by leading the Professional Growth Cycle, facilitating targeted professional learning and development (PLD), and providing regular classroom observations and coaching. ● Support Team Leaders and teachers to ensure cohesive planning and consistent expectations
Assessment and Data Monitoring	● Lead the school-wide assessment programme to ensure consistent and effective practices across all learning areas. ● Oversee collection, analysis, and reporting of student achievement and progress data. ● Support teachers to use data to inform planning, differentiate instruction, and set learning goals. ● Track student progress and achievement across cohorts and identify students requiring targeted support or extension. ● Report achievement data to the Principal, Board, and staff to inform school-wide decision-making and strategic planning. ● Ensure compliance with national assessment and reporting requirements.
Leadership and Collaboration	● Lead a teaching team in the school. ● Step up as Acting Deputy Principal when required. ● Contribute actively to the Senior Leadership Team in developing and implementing the school's strategic and annual plans. ● Build positive, respectful relationships with students, staff, whānau, and the wider community. ● Demonstrate and promote the school's vision, values, and culture in all aspects of school life.
Behaviour Management	● Support teachers with strategies to promote positive behaviour and engagement. ● Work collaboratively with students, whānau, external agencies, and support services to address student behaviour and wellbeing needs. ● Monitor and analyse behaviour data to identify trends and inform proactive interventions.

Day-to-Day Operations	● Manage the daily organisation and smooth running of the school, including staff cover, timetables, and student supervision. ● Oversee daily communication systems, duty rosters, and event logistics. ● Support staff to resolve immediate operational challenges effectively and efficiently. ● Ensure the school operates safely and smoothly in the absence of the Principal. ● Liaise with administration and support staff to maintain effective school systems and processes.
Classroom Release	● Provide classroom release coverage across the school, maintaining effective learning environments. ● Model high-quality teaching practice aligned with school expectations and Teaching Standards. ● Use release time to support mentoring of teachers, including provisionally certificated teachers where appropriate.