Position Description - Assistant Principal - Co-curricular

Reports To - Deputy Principal - Operations

Direct Reports

- Director of Sport
- Director of Music
- Director of Theatre Arts
- Director of Sustainability
- Head of Global
- Head of Service

Employment Status - Permanent Teaching Position

Teaching Commitment - Teaching load equivalent (approx. 7 periods)

Purpose of the Position

The Assistant Principal - Co-curricular is responsible for the strategic leadership, oversight, coordination and continuous improvement of the co-curricular programme at Rangi Ruru Girls' School. This involves managing all aspects of the co-curricular space and ensuring co-curricular areas meet all obligations for compliance and risk.

The role provides leadership across Sport, Theatre Arts, Music, Sustainability, Service, Global Education, clubs and international opportunities to ensure students have access to a broad, engaging and high-quality programme that supports the development of the Rangi Ruru graduate.

Working closely with the Deputy Principal - Operations and the leaders of each area, the Assistant Principal - Co-curricular will ensure co-curricular programmes align with the school's strategic vision, are effectively coordinated, and contribute positively to student engagement, wellbeing, leadership development and achievement.

As the leader of the RRGS co-curricular offering the role is responsible for ensuring co-curricular programmes are adequately staffed, staff perform to the adequate level and appropriate opportunities for learning, growth and development are offered.

The role will foster a culture where students are encouraged to participate, contribute, develop leadership skills, pursue excellence and build meaningful connections within and beyond the school community.

Key Responsibilities

Strategic Leadership of Co-curricular Programmes

- Lead the implementation of the school's strategic vision for all co-curricular programmes.
- Ensure a cohesive and connected co-curricular experience from Years 7-13.
- Maintain high levels of student participation and engagement through the effective delivery and promotion of programmes.
- Promote a culture of excellence, inclusion, leadership and service.
- Ensure co-curricular opportunities support the holistic development of students.
- Monitor programme effectiveness and identify opportunities for continuous improvement.
- Provide strategic advice to the Deputy Principal - Operations and Co-curricular regarding future co-curricular opportunities and priorities.
- Ensure that all programme offerings meeting RRGS compliance and risk obligations and have followed RRGS systems and processes.

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Leadership of Co-Curricular Programmes

- Provide strategic leadership and support to the Director or Head responsible for the portfolio.
- Ensure programmes align with the school's values, vision, and strategic objectives.
- Promote high levels of student participation, engagement, achievement, and wellbeing.
- Support the ongoing development and enhancement of opportunities and pathways for students.
- Monitor participation, performance, and student outcomes to inform future planning.
- Foster a culture of excellence, collaboration, and continuous improvement.
- Support the planning and delivery of key events, activities, and programmes.
- Encourage student leadership opportunities and meaningful student involvement.
- Develop and maintain positive relationships with staff, students, whānau, and external partners.
- Contribute to the promotion and profile of the portfolio within the school and wider community.

Leadership of Sustainability, Global and Service Programmes

- Provide direct leadership and support to the Head of Sustainability, Head of Global and Head of Service.
- Ensure sustainability, service learning and global education opportunities support the strategic vision of the school.
- Promote meaningful engagement in sustainability projects and initiatives that are aligned to RRGS commitment to environmental responsibility.
- Foster opportunities for students to develop global citizenship, cultural awareness and community engagement.
- Promote participation in local, national and international sustainability and service initiatives.
- Ensure programmes work collaboratively to enhance student leadership and contribution.
- Provide oversight and support to the Head of Global regarding student integration, international experiences and programmes.
- Ensure international opportunities complement the school's global education objectives.
- Support the development of meaningful international partnerships and experiences.

Co-curricular Operations and Events

- Ensure the effective coordination and smooth operation of all co-curricular programmes.
- Work collaboratively with programme leaders to coordinate annual planning and calendars.
- Oversee major co-curricular events, performances, competitions and showcases.
- Ensure appropriate resourcing, staffing and operational support for activities.
- Coordinate the annual Co-curricular Expo and student sign-up processes.
- Support the Deputy Principal - Operations in the allocation and review of co-curricular allowances and resources.
- Ensure all events have a safety plan, parental permissions, resource plan and that any staffing changes are approved in advance of the event.

Student Engagement and Participation

- Promote broad participation across all co-curricular activities.
- Monitor participation trends and identify opportunities to improve engagement.
- Ensure programmes are accessible and inclusive.
- Support the development of student leadership opportunities across all portfolios.
- Celebrate and promote student achievement.
- Ensure programmes provide diversity of experience at attract a variety os standards.

Risk Management and Compliance

- Ensure co-curricular activities are planned and delivered in accordance with school policies and procedures.
- Support programme leaders to manage operational and compliance requirements.
- Work collaboratively with the Deputy Principal - Operations and Co-curricular regarding risk management and health and safety matters associated with co-curricular programmes.

Staff Leadership and Development

- Lead, coach and support direct reports to achieve strategic objectives.
- Foster collaboration between co-curricular programme leaders.
- Support professional development and continuous improvement.
- Conduct performance development and goal-setting conversations with direct reports and ensure this is happening with staff involved in co-curricular programmes.
- Promote innovation and excellence across all co-curricular areas.
- Lead a culture within RRGS co-curricular programmes of high-performance teams in each department, work with Directors and Heads to support staff engagement, performance and growth.
- Oversee any employment relationships issues and support the Director/Head to work through to resolution.

Teaching Responsibilities

- Teach two classes, totalling approximately 7 periods per week in accordance with school requirements.
- Model exemplary teaching practice.
- Maintain professional knowledge and teaching registration requirements.
- Support the integration of co-curricular opportunities with student learning where appropriate.

Child Protection and Vulnerable Children's Act Responsibilities

Rangi Ruru Girls' School is committed to the safety and wellbeing of children and young people. All employees are expected to actively support and uphold the school's child protection policies and procedures, comply with the requirements of the Children's Act 2014, and contribute to a culture that promotes the safety, welfare, and dignity of all students.

- Demonstrate an ongoing commitment to the safety, wellbeing, and protection of all children and young people in accordance with the school's Child Protection Policy and procedures.
- Maintain professional boundaries and act in a manner that safeguards the physical, emotional, and psychological wellbeing of students at all times.
- Promptly identify, respond to, and report any concerns relating to child safety, abuse, neglect, or wellbeing in line with school procedures and legislative requirements.
- Participate in mandatory child protection training and remain familiar with current child safeguarding responsibilities and best practice.
- Support the school's commitment to creating a safe, inclusive, and supportive environment where all students feel respected, valued, and protected.
- Comply with all requirements of the Children's Act 2014 (formerly the Vulnerable Children Act), including any applicable safety checking and ongoing vetting requirements.
- Work collaboratively with colleagues, families, and external agencies, where appropriate, to promote positive outcomes for children and young people.
- Uphold the school's expectations regarding professional conduct, confidentiality, and ethical behaviour when working with students.

- Take proactive responsibility for fostering a culture of child safety, ensuring that safeguarding practices are embedded within all aspects of school operations, decision-making, recruitment, programme delivery, and staff management.
- Act as a role model for child protection practices and ensure that any concerns regarding student welfare are addressed promptly, appropriately, and in accordance with legislative and school requirements.

Health & Safety (general)

- Complies with all health and safety systems, policies, and emergency procedures in place across Rangi Ruru to help maintain a safe and healthy working environment for all staff, students, and visitors.
- Actively demonstrates a commitment to continuous improvement in health and safety practices by contributing to initiatives, identifying hazards, and supporting a proactive safety culture.

Key Relationships

Internal

- Principal
- Senior Leadership Team
- Director of Sport
- Director of Music
- Director of Theatre Arts
- Director of Sustainability
- Head of Global
- Head of Service
- Leaders of co-curricular groups
- Teaching and Support Staff
- Students
- People and Culture
- Health and Safety

External

- Parents and Whānau
- Sporting Organisations
- Arts and Cultural Organisations
- Community Service Organisations
- International Education Partners
- Sustainability Networks
- External Providers and Contractors

Person Specification

Essential

- Current New Zealand Teaching Registration.
- Demonstrated leadership experience within an educational setting.
- Strong understanding of student engagement and holistic education.
- Experience leading programmes, projects or teams.
- Excellent communication and relationship management skills.
- Strong organisational and planning capability.
- Ability to influence, motivate and inspire others.

- Commitment to the values and vision of Rangi Ruru Girls' School.

Desirable

- Experience leading co-curricular programmes.
- Experience in sport, performing arts, service learning or student leadership.
- Experience managing budgets and resources.
- Experience building partnerships with community organisations.
- Understanding of strategic planning and programme evaluation.

Undertake any other duties as required.

Success Measures

The Assistant Principal - Co-curricular will be successful when:

- Co-curricular programmes are aligned with the strategic direction of Rangi Ruru Girls' School.
- Student participation and engagement continue to develop across all co-curricular areas.
- Sport, Music, Theatre Arts, Sustainability, Service, clubs and Global programmes are effectively coordinated and supported.
- Programme leaders work collaboratively and effectively.
- Students have access to high-quality opportunities that develop leadership, confidence, connection and service.
- Major co-curricular events are delivered successfully and efficiently.
- Co-curricular programmes contribute positively to student wellbeing, belonging and achievement.
- The co-curricular programme is recognised as a distinctive strength of the Rangi Ruru student experience.