



## Assistant Principal Job Description

*St Heliers School is a welcoming community that stands for excellence in academic achievement and in all other areas of school life and fosters independent, well-rounded students. A community that is innovative and encouraging where sound values underpin all school activities*

### General statements of responsibilities

1. Provide professional leadership, which is supportive of the vision, strategic direction and policy guidelines of the school.
2. Take a lead role in the development of policies and programmes to support the on-going needs of the students and of the school as a whole.
3. Foster and develop effective and supportive relationships both within the school and to its community.
4. Provide effective internal communication links.
5. Manage, within delegated limits, financial and asset resources to support teaching and learning.
6. Participate in own personal professional development in line with school development needs and identified professional objectives.
7. Provide timely and comprehensive information about teaching and learning outcomes to the Principal and Board of Trustees.
8. In accordance with schedule of key tasks, carry out effectively all delegated responsibilities.

### Specific responsibilities

- Coordinate the special education needs of students at St Heliers School within the school and through external agencies in the achievement of the School's vision.
- Lead projects, which are determined from time to time by the Principal, that support the strategic direction of the school.
- In the absence of the Principal, manage the school in line with all policies and procedures.
- The job requires meeting all of the professional standards for Assistant Principals, which are incorporated in this job description.

### Directly supervising

- Learning Assistants
- Learning Support Programmes

## Professional Standards for Assistant Principals

<b>Professional Leadership</b>	<ul style="list-style-type: none"> <li>● Demonstrates a thorough understanding of current approaches to effective teaching and learning</li> <li>● Provides professional leadership to staff within the delegated areas of responsibilities</li> <li>● Makes constructive contributions to the work of the senior leadership team in a manner which supports effective school organisation and improved learning outcomes for students</li> <li>● Understands, and applies where appropriate, current practices for effective management from both within and beyond education</li> <li>● Supports the principal in the leadership and management of the school and deputises when required</li> <li>● Identifies and acts on opportunities for improving teaching and learning</li> <li>● Reflects on own performance assessment and demonstrates a commitment to own on-going learning in order to improve performance</li> </ul>
<b>Policy &amp; Programme Management</b>	<ul style="list-style-type: none"> <li>● Initiates, plans and manages, in association with the principal and other staff, policies and programmes which meet national requirements, are consistent with the school's charter and strategic planning, and which reflect the school's commitment to effective teaching and learning</li> <li>● Understands the implication of New Zealand's changing cultural, social and economic context and ensures that these changes are reflected in the policies and programmes within the delegated areas of responsibility</li> </ul>
<b>Staff Management</b>	<ul style="list-style-type: none"> <li>● Participates in the school's performance management systems and makes recommendations to the principal on appropriate professional development opportunities for staff</li> <li>● Motivates and encourages staff to improve the quality of teaching and learning</li> <li>● Devolves responsibilities and delegates tasks when appropriate</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>● Fosters relationships between the school and the community</li> <li>● Communicates effectively both orally and in writing to a range of audiences</li> <li>● Provides information to the principal on areas of delegated responsibility in order to assist with effective day to day management and strategic planning in the school</li> <li>● Understands and operates within the limits of the delegated authorities and adopts a consultative approach with the principal and other staff on issues relating to school policy</li> <li>● Establishes and maintains good communication processes with staff, and between staff and members of the senior management team</li> </ul>
<b>Financial &amp; Asset Management</b>	<ul style="list-style-type: none"> <li>● Effectively and efficiently uses available financial resources and assets, within delegated areas of authority, to support improved learning outcomes for students</li> </ul>