



Otamatea High School

Te Kura Tuarua O Otamatea

Job Description

Assistant Principal (Administration)

Title:	Assistant Principal (Administration)
Responsible to:	Principal and Board of Trustees
Primary Objectives:	To ensure that the organisation and administration of the school meet the learning needs of every student.
Key Tasks:	

STUDENT LEARNING

Raise student achievement by meeting the learning needs of every student

- To model lifelong learning and distribute information about local, national and international initiatives and legislative changes and requirements to ensure that the staff is well informed
- To ensure students are well informed in a timely fashion about events and opportunities both inside and outside the school including exchanges and scholarships
- To ensure that action plans for areas of responsibility facilitate quality, inclusive teaching and learning programmes that reflect the strategic goals of the school community and the NZC, and meet the learning needs of every student
- To model respect for the heritages, languages and cultures of both partners to the Treaty of Waitangi and enable learning opportunities to improve Maori achievement

EFFECTIVE TEACHING

- To consistently use a teaching as inquiry model for on-going evidence-based review of areas of responsibility to promote continuous professional growth towards both individual and school wide goals
- To participate in the Performance Review process and in appropriate Professional Learning and Development to promote own personal growth and leadership
- To lead on-going performance review of selected staff to ensure efficient running of the school and to promote professional growth and development of individuals towards both school wide and personal goals.
- To foster engagement in ethical, respectful, positive and collaborative professional relationships among the teaching and support staff to engender trust and unity

- To analyse a range of data to measure impacts of organisational and administrative procedures on student learning to inform planning, diagnose and resolve problems and to set both strategic and annual goals

SAFE SCHOOL CULTURE

- To ensure a positive school culture and supportive environment in line with 'The OTA WAY' with reference to school wide expectations in all processes
- To model restorative practices, follow school procedures for pastoral care and maintain accurate written pastoral records of student interactions
- To ensure that emergency procedures, lock down procedures, pandemic planning and other procedures that contribute to student safety are updated regularly and communicated clearly to all staff and students

LEADING AND MANAGING

- To deputise for the Principal when needed
- To promote and articulate the school vision; and to ensure that the school calendar and the day to day organisation of the school support student learning and are clearly communicated to staff in an effective and timely manner
- To consistently prioritise time to support teaching and learning; to develop, monitor and sustain sound processes and procedures in areas of responsibility such as duty rosters; assemblies; teacher relief; and the organisation of whole school events to meet the learning needs of all students
- To set relevant, realistic and measurable strategic and annual goals collaboratively with the staff, the Senior Leadership Team and the Board of Trustees
- To provide effective leadership to staff by empowering them to optimise the teaching and learning at OHS. Procedures will include opportunities for consultation; evidence based review including student voice; and regular monitoring and follow-up of administrative deadlines
- To be proactive in ensuring that procurement, maintenance and allocation of appropriate personnel and other resources results in the best learning opportunities for students
- To lead the school wide review process of the school calendar, organisation, events, and procedures relating to areas of responsibility to inform strategic and annual planning so that structures best meet the learning needs of every student
- To be an active member of appropriate professional association(s); to ensure representation at meetings/ workshops/ conferences and to seek to influence local

and/or national policy and planning

COMMUNITY ENGAGEMENT

- To ensure that the BoT/ parents/ community are provided with detailed information about upcoming events, school organisation and procedures
- To initiate opportunities to positively promote the school; to seek and maintain regular contact with members of the school community; and to be available as appropriate to listen and respond to concerns from students, staff and parents about organisational and administrative structures
- To take an active leadership role in the school by forging strong links with outside agencies to ensure quality learning opportunities for students and to widen networks of strategic expertise to the school.

Signed:

Assistant Principal:

Principal:

Date: