



Mission Heights  
**JUNIOR COLLEGE**  
GROWING GREATNESS  
KIA MANA AKE

## **ASSISTANT PRINCIPAL**

### Job Description

Tenure: Permanent

3 Management Units, 2 Middle Management Allowances

#### Key Role:

To provide effective leadership of learning in developing and implementing the school's vision for education, ensuring effective outcomes for students within a specific whānau and the school.

#### Core Responsibilities

##### 1. Curriculum design and delivery

The Assistant Principal is primarily responsible for quality assurance relating to the effective delivery of the curriculum, consistent with the vision and values of Mission Heights Junior College. The Assistant Principal will work in consultation with others in the Senior Leadership Team and the staff in general to develop and produce all required curriculum documentation for their cross curricular teaching team. In consultation with the Deputy Principal and others in the wider Senior Leadership Team, the Assistant Principal will implement and monitor systems to assess, track and respond to student progress and attainment.

##### 2. Leading the Whānau

The Assistant Principal will, in partnership with the Deputy Principal, lead a cross curricular team of teachers, within the Assistant Principal's Whānau. This leadership will include mentoring and coaching teachers to enhance and be consistent with the vision, key principles and values of the school and encompass aspects such as planning, goal setting, assessment, monitoring of student progress and professional learning.

### 3. Relationship with Principal

While the ultimate responsibility to the Board of Trustees and the community rests with the Principal, effective school leadership is based on a team approach. This requires a close working relationship between the Principal, the Senior Leadership Team which includes the Assistant Principal, which is seen to be effective by staff, students and parents. Sharing in the shaping of school philosophy ensures the Assistant Principal is able to act confident of public support from the Principal in those areas in which responsibility has been delegated.

### 4. School Culture

The Assistant Principal, as a member of the Senior Leadership Team, has a leading part to play in the development of the school as a successful and vibrant learning community and in promoting a positive forward thinking and enterprising school culture.

Mission Heights Junior College will operate in close collaboration with Mission Heights Primary School and the Assistant Principal will promote a positive and collaborative culture between the two schools.

### 5. Day to Day Management of Teaching and Learning

The Assistant Principal must be prepared to make and accept responsibility for general decisions affecting a wide range of people and activities and contribute to the successful implementation of the curriculum, including the development, evaluation and revision of procedures to ensure they are effective and up to date.

### 6. General Responsibilities

Teaching - The Assistant Principal will be a highly effective teacher and will have a teaching role as required by the Principal.

Serving the Board - The Assistant Principal will assist the Principal in ensuring the Board of Trustees receives the necessary information, advice and guidance to fulfill its governance role effectively.

Professional Development - The Assistant Principal is expected to participate in and take a leadership role in the Mission Heights Junior College performance management cycle and undertake professional development, aligned with the school's strategic direction.

Student Enrichment and Extra-Curricular participation - All staff of Mission Heights Junior College are expected to contribute to the wider life of the school, with the aim of extending and

enhancing the quality of all students' experiences during their time at Mission Heights Junior College.

Whole school responsibilities - In addition to Whānau Roles, other school wide responsibilities will be expected which will enhance the overall effectiveness of the Senior Leadership Team and provide the teacher with an opportunity to grow their leadership across the school.

### Surrender and Retention of Property & Searches

I accept the authorisation to conduct, as/if required, the search, surrender and retention of school property.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_