



LONG BAY COLLEGE

Care, create, excel

Assistant Principal 2025 (4 MUs, 1 SMA Equivalent)

Job Description

Name:

Position: Assistant Principal

Responsible to: Principal

Job Purpose: The successful candidate will operate as an SLT member, supporting the functions of the school that are necessary for successful delivery of a quality education for each of our ākonga and kaiako.

Background

The Board of Trustees at Long Bay College expect the Assistant Principal to be an enthusiastic, fully committed, collaborative and innovative member of the school's Senior Leadership Team. The role involves both strategic, leadership and administrative elements key to ensuring the successful implementation of our teaching and learning programmes.

Specific Responsibilities of the Assistant Principal

The Assistant Principal at Long Bay College will have a number of specific responsibilities, including those listed below. The role will be negotiated with the successful candidate and may involve some additional responsibilities or the opportunity to take on other portfolio areas dependent on the suitability and skill set of the successful candidate.

Supporting students' achievement through:

- Year level leadership
- Faculty leadership (One faculty)
- Coordinating the whole school transport organisation
- Leading the Academic Prizegiving
- Uniform supplier liaison
- School tone and student appearance
- Leading and coordinating Daily Relief
- Leading sustainability initiatives at the school
- Leading any special projects identified as falling within their skill set that assist the strategic progress of the school
- Teaching two lines of classes
- Other duties to be negotiated following appointment

Areas of Leadership	Expected Outcomes
Professional Leadership	<ul style="list-style-type: none"> • Understands, and applies where appropriate, current practices for effective leadership and management • Provides professional leadership within the delegated areas of responsibility • 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 • Supports the Principal in the leadership and management of the school • Reflects on own performance evaluation and demonstrates a commitment to own on-going learning in order to improve performance • Contributes to the running of the school as determined by the Principal
Student learning and achievement	<ul style="list-style-type: none"> • Demonstrates a thorough understanding of current approaches to effective teaching and learning • Identifies and acts on opportunities for improving teaching and learning • Operates as a teacher with delivery of NZC for a group/s of students each year (the number of learning groups will be determined by the Principal) • Remains up to date with achievement evaluation and assessment techniques • Champions the improvement of student learning and achievement • Applies effective data collection, analysis, interpretation and reporting for student achievement data
Policy and programme management	<ul style="list-style-type: none"> • Initiates, plans and manages in association with the Principal and other staff, policies and programmes which meet national requirements, that are consistent with the school's charter and strategic planning • Understands the implications 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 individual responsibility
Staff management	<ul style="list-style-type: none"> • Participates in the school's performance management systems and makes recommendations to the Principal on appropriate professional development opportunities for staff • Motivates and encourages staff to improve the quality of teaching and learning • Devolves responsibilities and delegates tasks where appropriate • Supports staff to develop new skills and take on new responsibilities including leadership opportunities

Relationships and connections	<ul style="list-style-type: none"> • Develops and maintains positive and productive relationships with staff, students and their whānau • Fosters relationships between the school and the community • Communicates effectively both orally and in writing to a range of audiences • Provides information to the Principal on areas of delegated individual responsibility in order to assist with effective day to day management and strategic planning in the school • 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 • Establishes and maintains good communication processes with staff, and between staff and members of the Senior Leadership Team
Resource and asset management	<ul style="list-style-type: none"> • Effective and efficient use of available financial resources and assets, within delegated areas of authority, to support improved student learning and achievement
School wide involvement	<ul style="list-style-type: none"> • Demonstrates the ideals and behaviours that exemplify the vision and principles of the school and what is expected of the teaching professional • Promotion of high expectations, standards and an attitude of excellence • Actively involved in school wide activities and events

The Board of Trustees of Long Bay College requires the Assistant Principal, to be enthusiastic, committed and forward thinking as a member of the Senior Leadership Team.

The skills and personal attributes for the Assistant Principal are:

Professional Leadership

The Assistant Principal should:

- Have a commitment to upholding the principles of Te Tiriti o Waitangi and fostering a culturally responsive environment
- Have achieved appropriate tertiary qualifications and experience
- Be an experienced, successful and innovative educator
- Foster relationships within the school and the wider school community
- Be aware of current policies and employment issues
- Have experience in the leadership of professional development and performance management
- Value and display enthusiasm for the co-curricular opportunities offered outside the classroom

Personal Qualities

The Assistant Principal must:

- Be committed to ensuring that the best quality education is delivered to all of our students
- Have excellent inter-personal skills which include communicating orally, listening, negotiating, consulting, leading, motivating, counselling and mediating
- Have high expectations of success and the ability to give effect to these expectations
- Have a flexible leadership approach
- Be innovative, collaborative and forward thinking
- Have enthusiasm and energy
- Have the ability to solve problems, resolve conflict and make balanced and sound decisions, often under pressure
- Have the ability to work well in a team environment
- Have the ability to lead by example and gain the respect of staff, students and the Long Bay community

General Key Accountabilities

Professional Leadership

- Provides a safe and caring environment for all students at our school
- Exemplifies a commitment to holistic education for our students
- Sets high standards of discipline in all aspects of school life and ensures that these standards are met
- Helps all students achieve their individual and collective best
- Ensures that the school's policies and rules promote a sense of respect and pride
- Ensures that the curriculum meets the need of all students
- Promotes the achievement of high educational standards, reflected in the success of individual students
- Monitors the effectiveness of teaching programmes in the school
- Analyses and responds to self-review and external audits

Strategic Management

- Articulates and helps develop a clear vision for Long Bay College in accordance with the strategic plan
- Sets high standards and maintains them in the areas of behaviour, work habits and the school environment
- Actively champions the reputation of Long Bay College

Staff Management (in his/her leadership of particular areas of the school)

- Enables staff to be effective through support, professional development, coaching and developing positive relationships
- Works collaboratively with teaching and non-teaching staff to motivate and support them to improve the quality of teaching and learning
- Develop and maintains a high standard of professional conduct and performance, taking corrective actions when required

Relationship Management

- Plays a leading role in promoting Long Bay College in its local and wider community
- Ensures that the parents, caregivers and guardians are aware of the educational progress and achievement of their children

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as a list of all responsibilities, duties and skills require of the position and the incumbent. As a member of staff you may be requested to carry out other duties as reasonably required.

Key Competencies and Attributes

- Strong curriculum background
- High performing teacher
- Good listener
- Highly motivated
- Energetic
- Believes in and demonstrates high standards
- Willingness to work hard
- Committed to a healthy balance between work and home
- Visionary
- Innovative
- Not a talker, a doer
- Empathy for students
- A contributor to the team
- Ability to multi-task
- Commitment to the school culture
- Prior leadership experience
- Sense of humour
- Able to be a critical friend to the rest of the Senior Leadership Team
- Trustworthy

Signed: _____ [Successful Candidate] Date: _____

Signed: _____ CJ Healey, Principal Date: _____