



Job Description – Associate Principal (CI 50)

Position Title	Associate Principal (CI 50)
Reports to	Principal
Working Relationships	Leadership Team, All School Staff, Students, Board of Trustees, Parish Priest and Parishioners, Outside Education Agencies including Catholic Education Office and Ministry of Education

Employment Status:	Tagged	CI 50
	Units	5 Permanent
	Leadership	0.4 FTTE
	Teaching	0.6 FTTE
	Level	Year 5/6

Purpose of the position

Key Responsibilities	Appraisal Indicators
Uphold, support, and maintain the school's Catholic Special Character	<ul style="list-style-type: none"> Abide by the school's Catholic Special Character policies and procedures Teach the NZ Catholic Religious Education Programme
Adhere to the NZ Teaching Council Our Code Standards	<ul style="list-style-type: none"> All that you do is in accordance with the document '<i>NZ Teaching Council Our Code Our Standards</i>'
Work alongside members of the leadership team	<ul style="list-style-type: none"> With the leadership team support and lead the students, staff, parent and school community Act for the Principal as and when required

Tasks and Duties (Teacher)

Catholic Character:

- Support the students in their knowledge and understanding of Christ in their life

Home Group Programme of Learning:

- Develop and deliver the home group programme of learning in accordance with the NZ Curriculum, the NZ Catholic Religious Education Programme and the school's teaching and learning programme
- Prepare and maintain resources
- Maintain a tidy, educational learning environment

Relationships:

- Work with staff to plan, prepare and deliver the school's teaching and learning programme
- Support students', teachers and parents in accordance with the school's values and motto

Extra-Curricular

- Be actively involved in school life outside of your home group, in order to support all students and staff

Make sure to include:

- Ensuring the safety and wellbeing of students at all times
- Any other duties as required from time to time

Tasks and Duties (AP (CI 50))**Primary Objectives**

- To work as a full member of the staff, maintain Catholic Special Character, school tone and policies and foster harmonious and nurturing relationships across the school
- To develop strong working relationships within our Kāhui Ako, school and parish/school community
- To meet the Professional Standards: Primary School Deputy/Assistant Principals, Primary School Teachers (MOE 1998) as per the requirements Primary Teachers (including Assistant and Deputy Principals' and other Unit holders) Collective Employment 2019 – 2022
- To contribute to the leadership team and support the Principal in leadership, administration, data collection and analysis and curriculum development across the school
- Share responsibility with the Principal for upholding the Catholic Special Character of the school
- To support the Principal, DRS and Associate Principals in developing and maintaining school tone and special Catholic Character.

Key Tasks**With the Leadership Team:**

- Share responsibility with the Principal for upholding the Catholic Special Character of the school
- To support the Principal as a member of the Leadership Team in developing and maintaining school tone that reflects the Mercy Values and Motto
- To support all staff with the school's programme of delivery, assessment, recording and reporting
- Organisation and supervision of whole school activities
- Assist and monitor student reports and preparing Board Annual Target Reports
- Setting up school assessments (online/paper) as appropriate to student needs
- Ensure that assessment and evaluation is effectively implemented and that there is quick and accurate access to students' progress
- Through the school Professional Growth Cycle, motivate, mentor and coach staff to improve the quality of teaching and learning, delegating responsibilities when appropriate.
- Ensure the programmes of work are consistent with the school's Charter, school policy and strategic planning, and reflect the Catholic Special Character and the school's commitment to effective teaching and learning.
- Organise staff meetings and professional development as necessary to foster collaborative teaching so that teachers share in planning, evaluation, responsibilities, resources, environment care, use of space, issues arising.
- Oversee planning so that it reflects school policy
- Assist the Principal with curriculum review and reporting, and link programmes of work across the school
- Assist the Principal and Leadership as required

Provide a model for teachers:

- demonstrate enthusiasm and consistency
- demonstrate current knowledge of curriculum and approaches to delivery
- demonstrate sound management and teaching skills
- continue to develop in professional competence