

Associate Principal Job Description and Professional Standards

Responsible to: The Board of Trustees and the Principal

Responsible for: The professional leadership of 2 Teams

The implementation of programmes and policies, monitoring pupil achievement and learning programmes, and the direction and supervision of all members within these teams.

Specific Leadership Roles:

There are a range of additional leadership responsibilities and delegated tasks associated with this position. These will be confirmed collaboratively within the SLT prior to starting in 2022.

In respect of your teaching duties, you will be assessed against the The Code of Professional Responsibility. In addition you must meet the following AP Professional Standards where they are applicable in respect of your leadership responsibilities.

AP/DP Professional Standards

- Professional Leadership
- demonstrate a thorough understanding of current approaches to effective teaching and learning
- provide professional leadership to staff within the delegated areas of responsibility
- makes constructive contributions to the work of the management team in a manner which supports effective school organisation and improved learning outcomes for students
- understands and applies where appropriate, current practices for effective management from both within and beyond education
- supports the principal in the leadership and management of the school and deputises when required
- identifies and acts on opportunities for improving teaching and learning
- reflects on own performance assessment and demonstrates a commitment to own on-going learning in order to improve performance



- Policy and Programme Management
 - initiates, plans and manages in association with the principal and other staff, policies, procedures 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
 - understands the implications on 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

- Staff Management
 - 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 when appropriate

- Relationship Management
 - fosters relationships between the school and the community
 - communicates both orally and in writing to a range of audiences
 - 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
 - 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/ procedures
 - establishes and maintains good communication processes with staff, and between staff and members of the management team

- Financial and Asset Management
 - effectively and efficiently uses available financial resources and assets, within delegated areas of authority, to support improved learning outcomes for students

