

**NELSON CENTRAL SCHOOL
PRINCIPAL'S JOB DESCRIPTION**

Name:
Title: Principal
Responsible to: Board of Trustees

Functional relations with: Board Of Trustees, Deputy Principals, professional and support staff, students, parents, Home and School Association, outside agencies, teachers' professional bodies.

This job description incorporates the interim professional standards for primary school principals.

Primary responsibilities

- 1 Provide educative leadership within the school's education community.

Key concept

It is the Principal's responsibility to establish and maintain a school where learning by all members of the school community is a highly valued activity.

- 2 Manage and develop the school culture.

Key concept

It is the Principal's responsibility to develop a school culture where learning is paramount, and all individuals are encouraged, respected and challenged intellectually, physically and socially.

- 3 Take responsibility for the school communication networks.

Key concept

It is the Principal's responsibility to act as a facilitator, interpreter and network manager to ensure that the communication system allows members of the school community to know what is happening.

- 4 Exercise a leadership role in managing relationships and in representing the school.

Key concept

It is the Principal's responsibility to represent and act for the school as the school-community educational leader.

- 5 Personal professional development.

Key concept

It is the Principal's responsibility to maintain an understanding of evolving trends in education, keeping abreast of school leadership and curriculum development issues and participating in principal development activities.

- 6 School management and administration

Key concept

It is the Principal's responsibility to develop, maintain and evaluate school management structures, systems and processes.

Responsibilities

- 1 Provide educative leadership within the school's education community.

Key concept

It is the Principal's responsibility to establish and maintain a school where learning by all members of the school community is a highly valued activity.

Performance agreement

Dimensions and key objectives
Professional and curriculum leadership

Outcomes

- 1.1 Ensure that student learning is the central focus for the school.
Teachers will ensure students have access to the best learning opportunities they can provide.

All members of staff will continue to learn new skills, new approaches and widen their curriculum knowledge.

Board of trustees and parents will be involved in learning.

The principal will demonstrate thorough understanding of current approaches to effective teaching and learning across the curriculum.

- 1.2 Ensure programme planning and evaluation occurs.
Cumulative records will demonstrate effective programmes through growing student achievements and mastery of learning objectives.
- 1.3 Help staff to set achievable professional development goals.
The principal will provide professional direction to the work of others by encouraging vision and innovation in classroom practice and school organisation.
Teaching pedagogy will incorporate recent research based developments.
- 1.4 Facilitate co-operative approaches to learning, teaching and evaluation.
Teachers will work collaboratively and develop expertise through sharing and creating new knowledge.

2 Manage and develop the school culture.

Key concept

It is the Principal's responsibility to develop a school culture where learning is paramount, and all individuals are encouraged, respected and challenged intellectually, physically and socially.

Performance agreement

Dimensions and key objectives
School culture

Outcomes

- 2.1 Develop a school where students feel safe, valued, relaxed and committed to learning.
School development themes will provide for effective approaches to student management
Students will work co-operatively and competitively as appropriate to the learning task.
- 2.2 Maintain a school where praise and positive reinforcement is the norm.
All students and staff will be motivated to work, learn and experience success.
- 2.3 Ensure the school is an orderly place where resources and facilities are well managed.
All members will be involved in decision making and management as appropriate.
Organisational structures, facilities and resources will be in good condition and ready for use when required.
- 2.4 Establish and maintain a climate where natural justice is accorded to all who work in it.
Distractions to students and teachers will be kept to a minimum and infringements of the norms will be resolved quickly and fairly.
- 2.5 Recognise individual differences and provide a variety of methodologies to meet these.
Staff and students will have the opportunity to work in a variety of learning and teaching modes.

3 Take responsibility for the school communication networks.

Key concept

It is the Principal's responsibility to act as a facilitator, interpreter and network manager to ensure that the communication system allows members of the school community to know what is happening.

Performance agreement

Dimensions and key objectives

Communication

Relationship management

Outcomes

- 3.1 Establish and maintain an effective and efficient communications network.
Appropriate knowledge will be available to those who need it.
Two-way communications will be acknowledged to work without impediment.
 - 3.2 Confirm that information is exchanged within the school's education community.
Monitoring of information channels will show that information is freely and regularly exchanged.
 - 3.3 Ensure the board of trustees has access to and is a part of the communications network.
The board of trustees is informed of what is happening within the school and have an appropriate mechanism to influence events within the school.
 - 3.4 Ensure the communications network is used to build and reflect the school culture.
Shared beliefs, norms and values are transmitted and reflected within the school.
 - 3.5 Affirm creativity and lateral thinking.
Teachers will be encouraged to go beyond current practice and trial ideas from current theory and practice. Teachers will be encouraged to break new ground by engaging in action research.
 - 3.6 Ensure staff are consulted on management matters that concern them.
Staff will have the opportunity to have input into school management and decision making.
- ### 4 Exercise a leadership role in managing relationships and in representing the school.

Key concept

It is the Principal's responsibility to represent and act for the school as the school-community educational leader.

Performance agreement

Dimensions and key objectives

Representing the school

Relationship management

Outcomes

- 4.1 Be the identifiable leader of the school's community.
The school's community will positively identify the principal as the school leader.
- 4.2 To represent the school and its interests locally and nationally.
The principal will have the confidence and support of the staff, board of trustees and community to speak on matters concerning the school.
- 4.3 Facilitate the transmission of new knowledge to the school's community.
Ideas from other educational organisations and from the literature will be represented back to the school by the principal.
- 4.4 Ensure that knowledge created within the school is made known to those outside the school's community.
The principal will lead initiatives to promote the school's achievements within the wider community.
- 4.5 Foster relationships between the school and its community.
Good relationships will be maintained between the school and its community.

- 4.6 Demonstrates an understanding of and is responsive to the diverse concerns and needs of students, parents, staff and board, community, government and non-government agencies.
The concerns and needs of students, parents, staff and board, community, government and non-government agencies will be listened to and considered responses will be made to those concerns.
- 4.7 Communicates effectively both orally and in writing to a range of audiences.
Communications will be received and understood.
- 4.8 Manage conflict effectively and actively work to achieve solutions.
Staff, students and community members will work co-operatively to effect good educational outcomes for students.
- 4.9 Represent the school and act to achieve its objectives.
School perspectives on various subjects will be articulated and the objectives of the school will be achieved.

5 Personal professional development.

Key concept

It is the Principal's responsibility to maintain an understanding of evolving trends in education, keeping abreast of school leadership and curriculum development issues and participating in principal development activities.

Performance agreement

Dimensions and key objectives

Professional leadership

Outcomes

- 5.1 The principal will reflect on personal performance and demonstrate a commitment to on-going learning in order to improve performance.
The principal will lead, discuss, examine, modify and exemplify leadership practises.
Take part in leadership development activities.
The principal will keep abreast of current educational literature.
- 5.2 Share ideas and practices with colleagues.
The principal will take an active part in the meetings of local, regional and national principals groups.
The principal will be involved in colleague visits.

6 School leadership, management, and administration

Key concept

It is the Principal's responsibility to develop, maintain and evaluate school management structures, systems and processes.

Performance agreement

Dimensions and key objectives

Staff management

Professional leadership

Strategic management

Statutory reporting requirements

Outcomes

- 6.1 Actively work towards the development of a shared vision for the future of the school.
Priorities will be identified for:
 - Addressing barriers to learning
 - Fostering high achievement of students
 - Employing teachers of the highest quality available
 - Focusing the school on continued improvement
- 6.2 Implement the school's strategic plan.
Achieve the vision for the school through the effective management of available resources.

- 6.3 Fulfil the role of chief executive to the board as outlined in the performance agreement.
All relevant statutes and regulations will be complied with.
The board of trustees will receive reports on matters where the school does not comply with statutes and regulations.
Charter requirements will be met, Board policies will be reviewed on an annual basis, and new policies developed to meet emerging situations.
- 6.4 To ensure suitable day to day management and administration of the school.
Adequate internal systems to support the Board's requirements will be developed, implemented and evaluated.
- 6.5 Apply current practices for effective management from within and beyond education.
New ideas will be incorporated into the Principal's leadership style.
- 6.6 To ensure continuity of staffing in all areas of the school through the administration of the Board's personnel policies.
The school will be staffed to support effective delivery of the curriculum, the implementation of the charter and improved learning outcomes for students.
- 6.7 To manage staff and their work.
Procedures and practices to maintain and improve staff effectiveness will be in place.
Appropriate policies and procedures will be implemented to effect recruitment, supervision, performance management, professional development and encouragement of self-development.
At all times and staff will receive regular feedback on the performance of their duties.
Staff will be supported and motivated to improve the quality of teaching and learning.
- 6.8 Effectively and efficiently use available financial resources and assets to support improved student learning outcomes.
Budget decisions as made by the finance committee and approved by the Board will be implemented.
- 6.9 Operate an effective budget planning system and work within available resources.
The board will achieve a balanced budget each year.
- 6.10 Work effectively and efficiently with the board of trustees in controlling, monitoring and reporting on the use of finances and assets.
The school accounts will meet the standards required by the auditors.
- 6.11 Analyse and make effective, timely responses to school self-review, external audits, and outcomes of student learning.
The board of trustees will receive relevant, timely reports and recommendations for action.
- 6.12 Understands the implications of New Zealand's changing cultural, social and economic context.
Changes are reflected in the school's strategic planning.

CHAIRPERSON
BOARD OF TRUSTEES

PRINCIPAL

Date: