

# Position Description

## Assistant Principal (3MU)



Totara College is a Year 1-8 state integrated school with a Christian special character and hence all of our staff are expected to be Christian and participate fully in the devotional nature of the school.

### **Person Specifications:**

The successful applicant will:

- Be skilled and passionate in teaching students.
- Be an excellent classroom practitioner and up to date with modern pedagogy.
- Be up to date with modern assessment techniques.
- Be highly competent digitally.
- Have high communication skills and good basic grammar.
- Ideally relate to, and attend, a local Christian church.
- Communicate effectively and in a timely manner both in written and verbal contexts.
- Work effectively with staff.
- Be adaptable and flexible.
- Accept and recognise a responsibility to maintain and uphold the Special Character and the values of the School.
- Understand and abide by the school's Code of Conduct.
- Be effective with people and efficient with systems.
- Build teamwork across the school.

### **Key roles:**

This is a leadership position in the school and the final division of management responsibilities will depend on the individual strengths and skills of the successful applicant. The assistant principal will work closely with the Deputy Principal and Principal to see the school continue to develop. The school is currently looking at rethinking the way the curriculum is presented to Year 7-13 students with a view to becoming more modern, engaging and varied in option choice. This will be a long term change initiative which will occur over the next few years.

Examples of roles which could form part of the job description (to be negotiated):

- Be part of the teaching team in the Y7-13 area.
- Be part of the development of the secondary curriculum and options structure.
- Bring new courses into the curriculum.
- Events coordination.
- Monitor and report on assessment in school.
- Responsible for the library.

- Relief cover.
- Operate as a Mathematics or Literacy specialist.
- Be responsible for the pastoral care and behavioural management of students.
- Coordinate restorative practices in the school and run restorative meetings.
- Oversee STAR/ Gateway procedures and effectiveness.
- Maintain class routines and a working atmosphere and environment that provides opportunity for effective learning.
- Consider each child's unique gifting and encourage and develop these God given qualities to the best of their ability.
- Establish effective relationships with students and encourage and praise students to develop a positive and safe learning environment.
- Establish clear standards of acceptable behaviour and consistently and fairly apply these within the philosophy, policy and procedures of the school.
- Provide an interesting and stimulating classroom programme.
- Maintain all administrative functions, school policies and procedures as required by the Principal.
- Take part in the Performance Appraisal process within the school.
- Take responsibility for the development of curriculum areas as negotiated between the Principal and the staff.
- Maintain confidentiality in regards to other student, parents and staff when communicating with others.