

POSITION DESCRIPTION

Associate Principal

October 2020

Sommerville School

Sommerville is New Zealand's largest specialist school, catering for students aged 5 to 21 years with a wide range of educational challenges. Our catchment area stretches from Newmarket to Maraetai and includes our base school in Panmure, satellite classes in 11 mainstream schools, a community programme for 18-21 year olds and an Outreach Service. We have approximately 315 ORS funded students and employ close to 250 staff including teacher aides, specialists, teachers and support staff.

Position Purpose

The main purpose of the Associate Principal's role is to support the Principal and the Deputy Principals to lead and implement the school's strategic goals, assist in leading and implementing change, and continually improve the culture, relationships, communication, and cultural responsiveness while being innovative.

The Associate Principal is a full time, permanent position including 4 permanent management units, 2 fixed term management units and the special duties allowance.

Our Values (to be reviewed in 2021)

At Sommersville School, students with diverse needs will learn and grow in an environment where their needs are individually catered for in a supportive educational environment. Our school and our community values:

1. Respect for self and others
2. Maintaining dignity, tolerance and acceptance
3. Caring for others
4. Cooperation and fairness
5. Manaakitanga (respect for position and attributes)
6. Whanaungatanga (familial and interpersonal relationships)
7. Tohatoha (working together towards a shared vision and collaborative outcomes).

Leadership

This role has leadership responsibilities. Leaders are responsible for leading the learning at Sommerville School. Associate Principals will have the following competencies as defined in the Teaching Council of Aotearoa New Zealand's Educational Leadership Capability Framework:

1. Building and sustaining high trust relationships
2. Ensuring culturally responsive practice and understanding of Aotearoa New Zealand's cultural heritage, using Te Tiriti o Waitangi as the foundation
3. Building and sustaining collective leadership and professional community
4. Strategically thinking and planning
5. Evaluating practices in relation to outcomes
6. Adept management of resources to achieve vision and goals
7. Attending to their own learning as leaders and their own wellbeing
8. Embodying the organisation's values and showing moral purpose, optimism, agency, and resilience
9. Contributing to the development and wellbeing of education beyond their organisation.

Specific Responsibilities of this Position

Responsibilities of the Associate Principal role are expected to change over time as the new leadership group is established and to respond to changing needs. You will need the flexibility to adapt and develop as the role evolves.

Key Accountabilities	Indicators of Success
Together with the Principal and Deputy Principals, lead the successful implementation of our strategic direction and annual goals.	<ul style="list-style-type: none"> ● All staff are aware of our direction and annual goals. ● All staff are aware of the part they play in delivering on our goals.
Build positive relationships with staff, students, whānau, other schools and external agencies.	<ul style="list-style-type: none"> ● Feedback on relationships are positive.
Be future-focused, and an innovative thinker with the ability to both inspire and lead change in a large special school with a diverse staff and community.	<ul style="list-style-type: none"> ● Staff are committed to the change outcomes.
Communicate effectively with a variety of audiences both orally and in writing.	<ul style="list-style-type: none"> ● Oral and written communications are appropriate to the audience. ● Written communication is simple and clear so that the audience can understand.
Use IT confidently and creatively to develop robust systems and procedures.	<ul style="list-style-type: none"> ● Systems and procedures are simple and clear. ● Users of the systems and procedures are trained and able to use them.

Together with the Principal and Deputy Principals, lead the development and implementation of Sommerville's local curriculum and appropriate pedagogies.	<ul style="list-style-type: none"> All professional staff have a shared understanding of, and are committed to, good teaching and learning practices at Sommerville.
Acting Deputy Principal as required.	<ul style="list-style-type: none"> Day to day management of the school runs effectively in the absence of the Principal.
Develop leadership capability.	<ul style="list-style-type: none"> Grow the leadership capability with the Leaders of Learning to develop a pipeline of talent within the school.
Teaching responsibilities.	<ul style="list-style-type: none"> Role model excellent teaching practice. Support the learning of students.
Other specific responsibilities will be delegated to fit with the successful applicant's strengths.	

Personal Specifications
<p>Skills, experience and qualifications needed:</p> <ul style="list-style-type: none"> A deep understanding of the New Zealand Curriculum and effective pedagogies for students with special educational needs Strong interpersonal and communication skills Recent and effective leadership experience - prioritising visibility, approachability, compassion and transparency View education through a culturally responsive lens Innovative and reflective practitioner Relevant postgraduate qualification an advantage