



Position Description

Position:	Assistant Principal
Department:	Senior Leadership Team
Responsible To:	Principal
Engagement Type:	Permanent
Purpose:	The Assistant Principal, in association with the other members of the Senior Leadership Team, is responsible for leading and managing the school in the achievement of its vision in a manner consistent with the school charter, the strategic plan, Board policies, and all statutory and regulatory requirements.

KEY RESPONSIBILITIES/JOB DUTIES

- Provide professional and strategic leadership within allocated portfolios, which will be fewer than that of the Deputy Principal, and tend to be more operational and less strategic in nature.
- Assist with professional and strategic leadership that fulfil the school's strategic plan and priorities.
- Assist with professional and strategic leadership which reflects the school's commitment to high quality teaching and learning and supports student engagement, learning, progress and achievement.
- Assist with professional and strategic leadership which reflects the school's commitment to student wellbeing and resilience and the school's Ākonga Profile.
- Plan, implement and evaluate programmes, in consultation with the Principal and SLT, that meet national requirements, and are consistent with the school's charter and strategic plan and annual goals.
- Communicate effectively with the Principal, Board, members of the Senior Leadership Team and staff on portfolios and other areas of delegated responsibility, as required.
- Assist in developing, promoting and maintaining a positive school culture that actively encourages and reflects Wakatipu High School's key values: excellence, responsibility, resilience, inclusion and respect.
- Reflect and evaluate individual and team performance and demonstrate a commitment to on-going learning and professional development.
- Adopt a consultative approach with the Principal and other staff on issues relating to school operations and policy.
- Understand and operate within the limits of the delegated authorities.
- Other duties as reasonably required.

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform any reasonable and lawful duties outside of their normal responsibilities from time to time, as requested by their line manager.