



PARAPARAUMU COLLEGE BOARD OF TRUSTEES

Job Description — Principal

Purpose of Position:

Paraparaumu College is a caring community of great learners. The role of the Principal is to lead this community as Chief Executive and to promote a culture of teaching and learning excellence.

Accountable to:

The Principal will report and is accountable to the school Board of Trustees, (as the Principal's employer), through the Board Chairperson. The Principal has the dual role of being a Board Member in his/her own right whilst undertaking the role of the Chief Executive of the College.

Functional Relationships:

The Principal will liaise, when necessary, with educational agencies such as the Ministry of Education, Education Review Office, Teacher Training organisations, Professional Development providers, pay roll service, NZSTA, other Principals and other Principals' groups. Other key relationships include parent and whanau communities, tangata whenua, sponsors, sports and cultural communities, and relevant community service organisations. Broader connections nationally and globally will be established and maintained where necessary.

Delegations:

The Principal is responsible for the professional leadership and successful management of the school by taking direction from the Board, its College Charter and policies, and current legislation.

Key Functions:

1. In working with the Board, the Principal will:
 - Assist the Board with the development of the strategic and annual operational plans Monitor and report progress on those plans.
 - Advise the Board on policy, professional, and administrative matters.
 - Implement policies and decisions of the Board.
 - Provide the Board with reports and feedback on the achievement of educational, financial, and administrative objectives.
2. In managing the operations of the college, the Principal will:

Promote teaching excellence by:

- Supporting, developing, retaining and attracting high quality energetic teachers, leaders and staff.
- Delegating duties and responsibilities to staff as appropriate.

Promote learning excellence by:

- Inspiring all students to achieve personal excellence in their learning
- Ensuring that student educational needs are met in collaboration with parents and whānau

Promote a culture of excellence by:

- Enhancing, promoting and monitoring aspects of the college's culture that uphold our Great Learner culture of Collaboration, Active Learning, Respect, and Effective Self Management.
- Further developing effective relationships and communication with the Board, staff, students, parents and whānau, tangata whenua and the community.

Promote operational excellence by:

- Implementing current college plans and initiatives.
- Overseeing and promoting the maintenance, use, and care of the college's facilities equipment, and whenua.
- Controlling, monitoring and reporting on the college's finances.

General

The Principal will be required to achieve the above key functions by meeting objectives and professional standards, outlined in an annual performance agreement between the Board and the Principal.