


POSITION DESCRIPTION

POSITION:	Principal – Junior School	
STATUS:	Permanent	
TIME:	Full-time (1.0FTE)	
LOCATION:	Kristin School, Auckland, New Zealand	
VISION / CONTEXT:	Kristin School is an independent co-educational school for students from Early Learning to Year 13, which aims to provide students with a superior all-round education, to prepare them to be responsible global citizens, to think creatively, reason critically, communicate effectively and learn enthusiastically throughout life. Key to the achievement of this vision is the School’s strategy of attracting and retaining the best people.	
LINE MANAGEMENT:	<ul style="list-style-type: none">• Line Manager for Little Doves Early Learning Centre and Kindergarten Managers• Line Manager for Junior School Assistant Principals and Year 0-6 Deans• Supervision of the Junior School support staff• Reports directly to the Executive Principal	
KEY RELATIONSHIPS:	<ul style="list-style-type: none">• Executive Principal, Senior Leadership Team (Middle and Senior School Principals, HR, Business Services and Marketing and Advancement)• Junior School staff• Junior School Students and their families• ICT and Business Services• Sports department	
SALARY:	Negotiated	
JOB PURPOSE	The Junior School Principal is responsible for supporting the Executive Principal in the leadership, management and operations of Kristin School, with emphasis on the Junior School. As a member of the School’s Leadership Team, the Junior School Principal is also responsible for contributing to, and influencing, strategic planning and decision-making at a whole School level, and for assisting the Executive Principal in converting the School’s strategic goals into operational plans for the Kristin School alongside the Middle and Senior School Principals.	

Accountabilities	Responsibilities & Expectations	Performance Indicators
1. Leadership	<ul style="list-style-type: none"> • Be accountable for all activities within the Junior School • Make decisions in accordance with the School's delegations of authority • Set and maintain standards of excellence in student outcomes within the Junior School • Lead in a way that articulates, supports and furthers the School's strategic vision • Appreciate, respect and affirm others and work effectively with all stakeholders to create a positive and collaborative school culture • Model positive behaviours, which support the School's Code of Ethics and Core Values • Determine strategic and operational priorities for the Junior School, in line with the School's vision, in collaboration with the Executive Principal • Represent the School and participate as a member of internal and external committees and organisations • Deputise for the Executive Principal as required. 	<ul style="list-style-type: none"> • The Executive Principal receives relevant and timely information and advice in relation to the Junior School • The Executive Principal receives satisfactory and timely reports as required • Data driven evidence of standards of excellence in Junior School student outcomes • Evidence of support for the School's vision and strategic plan • Evidence of demonstrating appreciation, respect and affirmation for others and of working effectively with all stakeholders to create a positive and collaborative school culture • Priorities and plans for the Junior School are aligned with and support the School's strategic objectives and Government requirements. • Evidence of professional leadership development to support best practice leadership practices.
2. Junior School Operations	<ul style="list-style-type: none"> • Manage and oversee the daily operations of the Junior School, as negotiated with the Executive Principal • Develop Junior School budget in coordination with Director of Business Services and closely manage each year • Lead Junior School assemblies and events. 	<ul style="list-style-type: none"> • The daily operations of the Junior School are managed effectively in a way that supports the School's teaching and learning activities and educational priorities • Junior School budget is developed and maintained in a timely manner • Junior School events are planned, coordinated and led efficiently and effectively, on time and within budget • Communications are clear, concise and timely.

Accountabilities	Responsibilities & Expectations	Performance Indicators
3. Educational leadership, Student management and service	<ul style="list-style-type: none"> Promote and implement a curriculum, practices and initiatives that support and encourage the achievement of academic excellence and the all-round development of Junior School students Ensure the achievements of Junior School students are recognised and celebrated appropriately Promote high standards of student behaviour Manage student behaviour in the Junior School, in consultation with the Executive Principal, students, parents and other staff, as required Ensure effective transition programmes are established and maintained between the Kindergarten, Junior School and Middle School (Year 6-7) by closely liaising with the relevant leaders Oversee the Junior School student leadership programme Manage student and parent grievances and complaints for the Junior School, in consultation with other staff as required Liaise closely with relevant staff to ensure that an appropriate and comprehensive level of pastoral care is provided to all Junior School students Oversee the production and delivery of student reports for ELC, Kindergarten and Year 0-6 Liaise with the relevant staff to ensure that effective records are kept and maintained for all students. 	<ul style="list-style-type: none"> Academic excellence and the all-round development of Junior School students is actively promoted and supported, including opportunities provided in sport, cultural, leadership, international and development areas Junior School successes are communicated to the wider School and community as appropriate High standards of student behaviour and are promoted and maintained Behavioural issues are dealt with promptly and effectively Students, parents, and other relevant staff report satisfaction with the School's process and communications in the management of student behaviour issues An effective programme is established and maintained for transitions between ELC, Kindergarten to Year 0/1 and Years 6 -7 Junior School student leaders are effectively selected, inducted and supported Grievances and complaints are managed effectively, in accordance with the School's policies and procedures. Evidence of effective liaison with relevant staff regarding student wellbeing and pastoral care Student reports for ELC, Kindergarten and Year 0-6 are of high quality and provide students and parents with accurate and useful assessments Reporting systems are evaluated periodically Effective records are kept and maintained for all students.

Accountabilities	Responsibilities & Expectations	Performance Indicators
4. Public Relations & Student Recruitment	<ul style="list-style-type: none"> Communicate effectively with current and prospective students and families, staff and the wider School community, through a variety of methods (e.g. newsletters, website, events) Lead tours of the School Campus, as required Identify opportunities to increase enrolments Be fully and actively involved in the life of the School, including community events, functions and promotional activities Liaise with the Executive Principal and Admissions Manager regarding new student enrolments and coordinate the student orientation and induction process, for Junior School students, in conjunction with the Associate Principals. 	<ul style="list-style-type: none"> Junior School families, staff and the wider community report satisfaction with the level and type of information and services provided Evidence of opportunities identified to increase enrolments Evidence of regular involvement in School and community events, functions and promotional activities related to Kristin School The Executive Principal and Admissions Manager receive appropriate support and assistance regarding new Junior School enrolments New Junior School students and parents report satisfaction with the School's orientation and induction process.
5. Staff Management	<ul style="list-style-type: none"> Provide line management for the Junior School staff, including teachers, head of faculties and relevant support staff Lead the recruitment, induction and appraisal process for direct reports, in liaison with Human Resources Lead with exemplary practice, acting as a mentor for staff Conduct regular meetings and reviews with direct reports and provide regular feedback regarding performance, including at least one formal appraisal meeting per year Support the ongoing professional development of direct reports, identifying suitable opportunities in line with School priorities Ensure all relevant Junior School staff gain and maintain their teaching registration as required 	<ul style="list-style-type: none"> Direct reports are recruited, managed and developed through sound management and human resources practices that are consistent with School policies and legal requirements Evidence of effective communication and collaboration with Human Resources regarding staff management and recruitment Evidence of acting as a positive role model and mentor for direct reports Evidence of direct reports receiving regular review, feedback and support to meet the responsibilities and expectations of their roles Documentation of the annual formal appraisal meeting for all direct reports Professional learning and development plans for direct reports are documented and align with the School's strategic plan and priorities

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		<ul style="list-style-type: none"> All relevant Junior School staff have their registrations up to date and maintained
6. Curriculum	<ul style="list-style-type: none"> Oversee the Literacy, Numeracy and eLearning Co-ordinators with the ongoing review and development of the Junior School curriculum, in partnership with the Assistant Principal (Curriculum) and in consultation with the Executive Principal 	<ul style="list-style-type: none"> Evidence of a stimulated, focused and engaging Junior School programme that reflects the School's vision and ethos Evidence of the Curriculum Co-ordinators being assisted with the ongoing review and development of the Junior School curriculum.
7. Teaching	<ul style="list-style-type: none"> Model exemplary teaching practice and be available for co-teaching and / or relieving as required. 	<ul style="list-style-type: none"> Teaching is undertaken in accordance with the minimum teaching load determined by the Executive Principal Undertaking relevant professional development required for teaching in New Zealand Evidence of exemplary teaching practice.
8. Health & Safety	<ul style="list-style-type: none"> Facilitate a safe and supportive work environment by ensuring compliance with the School's policies, procedures and legislative requirements Ensure all practicable steps are taken to keep staff, students and parents' safe while on the School grounds or participating in school activities. 	<ul style="list-style-type: none"> Evidence of compliance with School's policies, procedures and workplace health & safety legislative requirements Evidence all practicable steps are taken to ensure safe work practices, including hazard identification, accident, incident and near miss reporting for all events.

Other duties as requested by the Executive Principal.

Key Selection Criteria
<p>Qualifications, Training & Experience</p> <ul style="list-style-type: none"> • Qualified Teacher, with current registration to teach in New Zealand (or the ability to obtain registration prior to the start date) • Recent National Police Vetting Check (with results considered satisfactory by the School) • A record of success in a leadership, management or senior position within a Primary School environment.
<p>Attributes and Skills</p> <ul style="list-style-type: none"> • Proven record as an outstanding educator • Proven ability to develop and maintain effective relationships with students, staff and parents from diverse backgrounds • Proven ability to enthuse, inspire and guide students and staff • The proven ability to work as an effective and constructive team member, with a willingness to participate fully in School activities • Excellent interpersonal skills, including the ability to listen and liaise effectively across all areas of a school community to achieve successful outcomes • Superior organisational ability with demonstrated self-motivation and initiative in goal-setting, prioritising work and managing multiple tasks • Well-developed problem-solving skills and proven experience in creating solutions • Ability to translate strategic plans and thinking into operational plans and priorities • Previous success in people management, coaching and/or supervision would be an advantage • Thorough understanding of contemporary student welfare and wellbeing practices • Outstanding verbal and written communication skills • Demonstrated personal resilience, including the ability to work in a demanding role, often outside of normal hours • A high degree of professional judgement and confidentiality • Ability to develop, promote and implement new and creative initiatives • A genuine interest and willingness to engage in professional development and learning opportunities and to identify suitable opportunities for others • Flexible, approachable and consistent in manner • A high level of energy and vitality • The ability to contribute to the School's outdoor education/co-curricular programme • Knowledge of budgetary and financial management processes would be an advantage.