



ROLE DESCRIPTION

Assistant Principal

Hauora/Pastoral Care, Wellbeing, Inclusion and Operations

Pastoral Care

- Oversight of all Pastoral Programmes
- Contributes to and helps maintain a positive, safe and healthy school culture
- Maintains high standards and expectations for student behaviour, uniform and attendance
- Oversight and promotion of staff training in Restorative Practices
- Oversight of staff maintaining best practices and strategies to manage student behaviour

Wellbeing Initiatives

- Promotes positive student and staff wellbeing
- Develops, monitors and reviews Wellbeing Plan
- Seeks out opportunities to share best practice strategies for staff and students
- Implements the Wellbeing Strategy and programme
- Works with Wellbeing Prefect student leaders
- Works with Pastoral Network
- Tracking and reporting any Wellbeing initiatives and strategies
- Gathers regular feedback through evaluating student/staff voice from relevant surveys and consultations (*Youth 2000, Me and My School, Wellbeing, Annual Health Survey and Community Consultation* with HOD PE etc)
- Alongside kaihautū (pastoral leaders), keeps data and looks for trends to support any actions in plans

Crisis Management

- Leads Pastoral Crisis Team in any unexpected student event (with support from Principal / SLT / Guidance)
- Works with MoE Crisis Team and others as required to co-ordinate process
- Liaison with Guidance Team, Principal, SLT

Student Attendance

- Oversight of student attendance, ensuring patterns are followed-up, and engagement with parents or any further actions are implemented
- Monitoring and review with the most appropriate personnel / agencies for further actioning
- Monitors 'at-risk' students and, alongside kaihautū, any individual plans

Oversight and Meetings

- Oversight of two departments
- Monitors goal progress and department development as identified in plans
- Meets with designated House Prefect Leaders on regular basis
- Kaihautū (pastoral leaders)
- Guidance
- Health and Safety Committee (Leader)
- Pastoral Team (Leader & Convenor)
- Wellbeing Prefect Leaders (with guidance counsellors)
- Medical Room / Medical Officer

Shared School Leadership

- Assembly message (rotation)
- Staff Appointments Process (shared)
- Staff Relief (rotation)

Operations

- Staff Duty roster
- Detention Duty roster
- Assembly running order
- Calendar – liaising with staff and SLT – and Week Ahead Notices
- Auditorium oversight (including logistics regarding seating at school events – assemblies, Masses and Prizegiving)

Teaching load

- One class

