



# Central Regional Health School: Job Description

## Assistant Principal: Operations management (6 units)

### Name

### Purpose

The Assistant Principal: Operations management is responsible for the management and development of centralised systems and infrastructure to meet educational and operational needs across the three strands of the school. The purpose of the position is to ensure systems are aligned to the CRHS mission, and support wellbeing, opportunity and success for all staff and students. This is a new position commencing in 2021. It is expected the role will develop over the next two years.

In addition to the initial set of Key Tasks identified below, it is expected opportunities to drive innovation and development will be identified, investigated and implemented in collaboration with relevant staff and CRHS partners.

### Responsibilities

- Responsible to: The Principal
- Working relationship with: CRHS Assistant Principals, Team Leaders, other unit holders, staff
- Partnership with: Government agencies, NGOs, parents, students, schools

This is a permanent, full-time position. CRHS employs four, equally senior Assistant Principals, each responsible for specific aspects of the school's operation. There is no Deputy Principal.

CRHS employs qualified teachers to develop, implement, assess and evaluate teaching and learning programmes for students admitted, or enrolled in the school. Assistant Principals are also employed as qualified teachers and fulfil the relevant requirements of the CRHS teachers' job description. A teaching component is retained by each Assistant Principal.

Teachers are required to maintain a current practising certificate through annual appraisal against the "Standards for the Teaching Profession", described by the New Zealand Education Council in "Our Code, Our Standards". Teachers must also uphold the expectations of commitment and integrity as detailed in that document.

### Key Tasks

#### Key Task 1

Lead the development of, and manage, key schoolwide staff development and support processes.

Expected Outcomes:

- Staff welfare and equitable student outcomes will underpin system development. CRHS staff development and support includes:
  - Appraisal system
  - Employment processes
  - Professional supervision - oversight and documentation
  - PLD overview
  - Team leader and whole school administration and PLD days
  - Support staff development, including direct responsibility for designated staff

- Speech-Language Therapists - support and development
- Staff communications - school Pānui
- Induction of new staff in school wide IT systems
- Reliever processes – review and develop

### Key Task 2

Lead the development of schoolwide systems to support equitable curriculum delivery.

Expected Outcomes:

- Effective student-centred, future-focussed systems underpin curriculum delivery. Roles within CRHS curriculum delivery systems include:
  - Principal's Nominee to NZQA and Special Assessment Coordinator roles
  - Supporting exam centre coordinator
  - Supporting staff to implement NCEA developments
  - Developing online exam capability
  - Supporting curriculum development across the school as projects are identified
  - Supporting senior leaders to enhance transition and careers systems across the school
  - Leading effective use of evolving technology

### Key Task 3

Provide schoolwide oversight, and support the maintenance and development of school infrastructure.

Expected Outcomes:

- Infrastructure supports equitable educational outcomes for students. It also provides robust underpinnings to give effect to the CRHS mission and supports wellbeing by facilitating optimal use of staff time. CRHS infrastructure requirements include:
  - Student management system (eTAP) management, development and reporting
  - Phone systems and internet provision
  - Website review and maintenance
  - Datacom liaison
  - SharePoint management
  - Property management
- Infrastructure is reviewed and enhanced, ensuring reliability to meet school needs
- Budget requests and data reports are prepared accurately and within required timeframes
- Collaboration is evident with relevant CRHS staff: Staff are supported to fulfil their roles
- Excellent relationships are established and effective processes maintained with infrastructure partners, for example MoE network managers, IT providers (Datacom, N4L), lease agents
- Proactive processes are maintained to ensure CRHS sites have appropriate tenure
- Assets are recorded and managed

### Key Task 4

With the Principal, maintain relationships with regional and national leaders in partner organisations.

Expected Outcomes:

- Sustainable network processes mean CRHS senior staff understand roles within each organisation and know who to contact, when and how
- Relationships are established to ensure school transport is readily accessed by students who require this (SESTA) service.

### Key Task 5

Participate collaboratively in strategic and annual planning. Undertake specific responsibilities within these processes.

Expected Outcomes:

- The CRHS Strategic Plan is reviewed collaboratively with the Board and Senior Leadership Team
- A CRHS Annual Plan is developed collaboratively with the Senior Leadership Team
- An Operations Management plan is developed and completed annually
- A system is established to facilitate review of the plans across the year
- Data retrieval and analysis occurs within required timeframes
- The Principal is supported in ensuring the Board is well informed about meeting annual objectives

### Key Task 6

Support the Principal to ensure changes to law or Government policy affecting the school, its students, property or personnel are understood and appropriately enacted.

Expected Outcomes:

- CRHS is compliant with all laws, and Government policy and regulations
- The senior leadership team is well informed of all developments in law and policy affecting the school, and implications addressed
- The Principal and Health and Safety Committee are supported to manage relevant processes
- The Board is well informed, and school policy needs are addressed
- The school Operations Manual is current with updated policies supported by appropriate procedures, processes and guidelines
- Staff are well informed of policy and procedure developments
- CRHS Privacy Officer duties are fulfilled

### Key Task 7

Promote the school.

Expected Outcomes:

- The school is promoted positively
- Professional meetings are attended as required, being mindful to communicate CRHS plans, policies and procedures
- Wider school activities and local initiatives are supported

### Key Task 8

Undertake additional tasks and responsibilities as requested from time to time by the Principal.

Expected Outcomes:

- Unforeseen or school-wide matters are attended to in a timely and collegial manner

### Key Task 9

Work with the Senior Leadership Team on behalf of the Principal if she is absent for more than 5 days.

Expected Outcomes:

- The school continues to run effectively on a day to day basis
- Staff and students are supported
- Urgent issues are dealt with effectively as appropriate.

## Employment Details

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Tenure: Permanent, full-time

Responsible to: The Principal

Accountable to: Central Regional Health School Board of Trustees

Terms of Employment: Secondary Teachers' Collective Agreement 2019-2022 (STCA)

Special Allowances: Special Duties Allowance  
Regional Health School Teacher Unit

Other Units: Permanent Units x6

Assistant Principal ..... (Signed) Date

Jane Wills, Principal / Tumuaki ..... (Signed) Date

## Supporting Documents

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Our Code, Our Standards: Teaching Council of Aotearoa NZ  
Tātaiako  
PTCA/STCA  
CRHS Charter and Annual Plan  
CRHS Code of Conduct  
CRHS Appraisal and Inquiry documents

Date: