

POSITION DESCRIPTION

Status: Associate Principal, Full Time, Permanent

Starting date: Start of Year 2020

Application

Closing Date: Midday Monday 2nd December 2019

Responsible to: Directly: Principal
Ultimately: The Board of Trustees and Principal of Oaklynn School

Remuneration: Salary is payable at the appropriate level of the basic scale for primary teachers as designated by the Collective Employment Agreement for Primary Teachers'(Including Deputy and Assistant Principals and other unitholders) 1 JULY 2019 – 30 JUNE 2022
Five management units are payable and also special duties allowance.

Job Description: The core job description will be the Standards for the Teaching Profession with indicators designed to reflect the work of the leadership team at Oaklynn School. Other aspects of the job description will be negotiated according to the needs of the school and the strengths and interests of the appointee.

Position: Associate Principal aligned with either the Junior satellites or Senior satellite syndicates of the school.

Purpose: The main purpose of the position is to work alongside the Deputy Principals of the designated sections in the school, assisting with the following:

1. Supporting the students in the designated area of the school by:
 - a) Leading and supporting the teachers and other staff with a coaching mindset.
 - b) Appraising staff and managing teams.
 - c) Ensuring that there is a structured and co-ordinated approach to support the learning needs of students.
 - d) Working in collaboration with the newly appointed “Learning Support Co-ordinator” and DPs to support the partnership with the parents, whānau and carers of students in the designated syndicate
2. Support the smooth operation of the school by leading other areas of responsibility / delegation as required.

Please note that the appointee may be required to work in other areas of the school should the need arise.

Introduction:

- Oaklynn School has experienced significant growth over the last few years and is expecting more growth in the next few years. Senior leadership are aware that the needs of the school have changed and so the school management and leadership structure needs to be responsive and change accordingly.
- Oaklynn is currently led by an experienced and collaborative Senior Leadership Team. The full team consists of the following
 - Principal
 - DP of Junior satellites
 - DP of Senior satellites
 - DP of Alternative Learning Environment (Base School and OakTEC - community based tertiary unit)
 - One current Associate Principal (also leads the team of Outreach teachers) we see as being aligned with the Alternative Learning Environment in the future.
 - Therapy Team Leader
 - School Executive Officer
- The Senior Leadership Team works together - as a whole and in smaller teams to lead the learning and wellbeing of all of the students, through the implementation of the current Strategic Plan and within the values and core beliefs of the school and its community.
- Oaklynn School is divided into three syndicates / schools to reflect the learning needs of the students

Working Relationships:

The appointee will:

- support and manage the staff (teachers and support staff) in one of the three syndicates,
- work closely and collaboratively with other lead teachers
- communicate, consult and work with families, whānau and carers of students in the syndicate
- liaise and work with wider community, host schools , relevant outside agencies and personnel.

Key Responsibilities:

There are three main key responsibility strands:-

1. To provide supervision, support, guidance and leadership to all members of the syndicate. (This will involve in class teaching time as required / needed)
2. To support learning programmes, curriculum development and management for the designated syndicate.
3. To lead and manage work associated with other delegated areas of responsibility

Person Specification

The appointee will:

- be a NZ registered teacher
- be able to relate to parents / whānau, carers and colleagues in a caring, respectful and supportive manner
- have proven experience particularly in working with students who have autism and or severe and complex learning difficulties
- have attended relevant training courses or have a special education qualification
- have a knowledge of a range of special education pedagogies or programmes that assist students with autism and or complex and severe learning needs to learn. These may include but are not limited to the following examples: TEACCH, Relationship approaches to learning (for example Intensive Interaction), SPEC, Complex Learning Difficulties and Disabilities (CLDD) framework, Positive proactive approaches to behaviour, Attention Autism.
- have recent and successful experience in leading and working with transdisciplinary teams
- have the ability to establish and sustain positive links with the school community including: host schools, employment support agencies, service providers and other community agencies involved in our students' lives
- have experience in developing and implementing performance appraisal processes and systems
- be able and prepared to support the professional learning and development needs of other staff members
- have effective communication, and be highly articulate (written and oral)
- have interpersonal skills that support team building and development

- have experience leading and managing teams and have effective skills in the area of conflict management
- have experience in coaching and mentoring and also in the development of a coaching culture
- have excellent administration skills
- have calmness under the many pressures faced in a complex role
- be innovative, creative and open minded
- have zeal, energy, resilience and humour

Other portfolios or areas of responsibility may include:

- human resource - recruitment of staff
- health and safety – systems for risk management, emergency management, child protection
- policy and procedures
- holiday programme
- positive approaches to behaviour including MAPA
- relationship approaches to learning
- curriculum development