

## PUKEKOHE WEST SCHOOL - JOB DESCRIPTION

The task description for the Principal- Leader of Learning of Pukekohe West School will change in 2021 as the school opens its doors to 200 students. In 2020 the Principal- Leader of Learning's key tasks will involve establishing the school into a functional operation.

### **This will include assisting with key tasks such as:**

- Transforming the Establishment Board of Trustees (E BoT) educational vision into an operational model of education.
- Work closely with the E BoT to support trustees to:
  - implement the Establishment Board of Trustees Work Plan,
  - establish policy and procedures surrounding the governance and management of the school consistent with any National Education Guidelines and NAG's 1 – 8 in preparation for an ERO readiness audit before the school opens.
- Establish relationships with Trustees, BLENZ and Parkside satellite personnel, Site Project Manager, Architect and Design Team during the construction phase of the school in 2020.
- Determine staffing and structure of school and work with the E BoT to appoint two Deputy Principals- Leaders of Learning.
- Develop draft curriculum plans and approaches.
- Participate in the development of the school branding and design of web site, logo and frostings.
- Participate in any professional development required to enable full school start up in 2021.
- Visit new schools in the Auckland region to gain ideas regarding furniture, teaching and library resources to support school purchases.

- Responsible for the purchase of equipment, furniture and resources to enable full school start up in 2021.
- Develop and begin to implement an IT plan.
- Contributing to the preparation of the School Charter and Strategic Plan; and working closely with EBoT treasurer and Edtech personnel to develop the budget.
- Selecting and appointing staff.
- Developing day-to-day management practices and procedures in preparation for the school's opening.
- Liaising with the local community through public meetings, open days and newsletters.
- Setting-up administrative support and services for the school.
- Developing a staff handbook.
- Setting-up an induction programme for staff.
- Developing a prospectus for potential enrolments.