



2. Responsibilities of the Principal Policy

The principal is the professional leader of the school and the Board's chief executive working in partnership with the Board of trustees. The principal shall not cause or allow any practice, activity or decision that is unethical, unlawful, and imprudent or which violates the Board's Charter and policy framework, or the expressed values or commonly held professional ethos of Otumoetai College.

Alongside their professional role, the principal's key contribution to **day-to-day management** of the school is as per the management definition in the introduction to this governance manual.

The principal is responsible for overseeing the implementation of Board policy including the Charter/Strategic Plan. Reference in documentation to the school, management and staff is to be read as 'principal' in terms of responsibility for implementation. From time to time the chair of the Board, acting within delegated authority, may issue discretions in policies of the school, in minutes of the Board, or by written delegation.

The responsibilities of the principal are to:

1. Meet the requirements of the current job description (see Appendix 1).
2. Meet the requirements of their employment agreement including the four areas of practice from the *Secondary Principals' Professional Standards*.
3. Act as the educational leader and day-to-day manager of the school within the law and in line with all Board policies.
4. Participate in the development and implementation of their annual performance agreement, and participate in their annual review process.
5. Develop, seek Board approval of, and implement an annual plan that is aligned with the Board's strategic plan, meets legislative requirements and gives priority to improved student progress and achievement, with a particular focus on priority groups.
6. Use resources efficiently and effectively and preserve assets (financial and property).
7. Put good employer policies into effect and ensure there are effective procedures/guidelines in place.
8. Allocate pay units for appropriate positions.
9. Ensure effective and robust performance management systems are in place for all staff which include performance management reviews, attestations for salary increases and staff professional development.
10. Employ, deploy and terminate relieving and non-teaching staff positions.
11. Employ teaching staff as per the appointments policy.
12. Communicate with the community on operational matters where appropriate.
13. Refrain from unauthorised public statements about the official position of the Board on controversial social, political, and/or educational issues.
14. Keep the Board informed of information important to its role.
15. Report to the Board as per the Boards reporting policy requirements.
16. Act as Protected Disclosures Officer and ensure procedures are in place to meet the requirements of the Protected Disclosures Act 2000.
17. Appoint, on behalf of the Board, the Privacy Officer and EEO Officer.



Governance Policies

Only decisions made by the Board acting as a Board are binding on the principal unless specific delegations are in place. Decisions or instructions by individual Board members, committee chairs, or committees are not binding on the principal except in rare circumstances when the Board has specifically authorised it.

The relationship is one of trust and support with expectations documented in the relationship policy. All parties work to ensure “no-surprises”.

The principal is not restricted from using the expert knowledge of individual Board members acting as community experts.

Review schedule: February 2026

Appendix 1

Otumoetai College

BOARD OF TRUSTEES

General Job Description of the Principal

Leadership of the School

The role of the principal is to lead Otumoetai College by:

- Articulating the school's vision and values.
- Providing a role model for staff and students.
- Translating the vision and values into clear expectations of excellence both in behaviour to each other and commitment to learning.
- Creating a safe and stimulating learning environment in which students and staff can reach their potential.
- Developing and promoting a culture that fosters achievement, ambition and lifelong learning.

Educational Leadership

- Ensuring effective delivery of the curriculum.
- Ensuring that diverse student needs are met through quality teaching and learning programmes.
- Encouraging curiosity and the desire to learn.
- Consulting with parents, caregivers and whanau to set direction for educational achievement.
- Reporting and monitoring student achievement.
- Building and sustaining a strong senior management team.
- Fostering a collaborative environment where staff can develop and excel.

School Management

- Designing and delivering educational and operational plans guided by the direction of the Board, the school's strategic plan and governance policy.
- Ensuring the smooth running of the school through implementing best practice management and operational standards including:
 - ICT used effectively as a management and learning tool.
 - Educational facilities, plant and equipment and grounds managed & maintained to optimise learning.
 - Controlling, monitoring & reporting on school's finances.
- Effective reporting and monitoring of educational, operational and financial performance to provide clear evidence of achievement against objectives.
- Implementing policy on staffing and staff management and performance including:
 - Performance appraisals

- Coaching and mentoring
- Encouraging professional development of the staff
- Appropriate delegation of duties and responsibilities
- Liaison with appropriate external educational and community agencies

Communication and Relationship Management

- Developing and maintaining effective relationships with the Board, staff, students, parents/caregivers/whanau, the wider school community and other stakeholders.
- Building and using clear communication channels with parents, caregivers and whanau to ensure they have high quality information about the school and feel confident about the learning environment.
- Encouraging and guiding staff to communicate effectively with students, parents, caregivers and whanau.
- Developing a culture of honest communication and respect.
- Fostering a sense of pride and school spirit.

Governance

- Acting as chief educational advisor to the Board.
- Meeting statutory requirements for management and control of the school.
- Implementation of Board policy and plans.
- Fulfilling the dual role of being a board member in his/her own right while also undertaking the role of chief executive of the school.
- Assisting the Board with the development of the strategic and annual operational plans and budgets.
- Advising and consulting with the Board on policy development.
- Advising the Board of factors influencing school performance and keeping the Board informed of any risk to the school.

Note: The Principal reports to and is accountable to the Board, through the Board Chairperson. S/he is required to achieve the objectives and standards outlined in an annual Performance Agreement developed in consultation with the Board and Principal.