



Waikanae Primary School

Job Description: Principal

Ngā mokopuna o te ra nei, ngā rangatira a āpōpō

The children of today are the leaders of tomorrow

Founded in 1889, Waikanae Primary School has a rich history in the Kāpiti Coast of the greater Wellington region. Geographically our school is at the foothills of the Tararua Ranges, looking out towards Kāpiti Island. Our unique place means that we have a deep connection to our surrounding environment and this is integrated through our curriculum and through the school values.

Waikanae Primary School has a rich educational and social community that continues to develop, and evolve to meet the needs of our students and their families. At Waikanae School we pride ourselves on our ability to support a wide range of student needs through our values, our programmes, and with the help of our community.

As the Kapiti Coast continues to grow, we have experienced significant roll growth and currently have a roll of 550 students. We are a Decile 9 full primary school and employ 54 committed staff.

Waikanae is a fantastic school with a great learning community. We are an innovative, transformative and progressive school. As we look to the future we seek to mix the very best of the new with proven values and attitudes of the past.

At Waikanae Primary School we value:

- **Respect – Whakaute**
- **Honesty – Kōrero pono**
- **Perseverance – Manawanui**
- **Kindness – Atawhai**
- **Teamwork – Mahi tahi**

We focus on:

- **Inspiring leaders** – Tamariki know, believe and are motivated learners
- **Collaborating** – Tamariki participate, relate to and value diversity
- **Striving** – Tamariki contribute actively and achieve holistically

- **Making a difference** – Tamariki use tools and strategies to both understand and take action

The Principal of our school plays a special role. As the visible leader of the school they will build on our vision and ensure that the school continues to deliver a broad and innovative education for children, test new thinking, provide an inclusive and welcoming environment and encourage all children to excel.

The Principal will support and work collaboratively to build on the current culture and continue the focus on the whole child, while building on the existing sense of community and maintaining high achievement levels in the curriculum. The Principal will support and encourage the professional development of staff, and will be open to new ideas and thinking. The Principal will continue to support cultural activities that reflect the diverse nature of the school.

Accountabilities

The Principal will be accountable to the school community and the Board of Trustees through the Board Chair.

Functional Relationships

- Children
- The Board of Trustees
- School Staff
- Other education agencies such as the Ministry of Education and the Education Review Office
- The school community
- The local and wider community including iwi

Responsibilities

The Principal is responsible for:

- Professional Leadership
- Personnel management
- Curriculum management
- Student welfare
- Financial management
- Property management

Key Functions

- To develop and maintain effective relationships and communication with the whole school community as well as across other agencies and the wider education community
- To ensure the delivery of a balanced curriculum in line with the New Zealand Curriculum
- To maintain a fair, rigorous and useful programme of assessment and reporting
- To provide professional and instructional leadership for staff
- To manage staff effectively and to ensure that the school is appropriately staffed
- To implement the charter and policy objectives
- To promote and maintain the character of the school
- To manage the school systems and resources effectively
- To provide advice to the Board of Trustees on policy and strategic matters
- To ensure compliance with relevant statutes and regulations