FIORDLAND COLLEGE

Principal

Job Description

Vision Statement

To be recognised as an inspiring, innovative learning environment and a centre of environmental excellence, where staff and students thrive in an atmosphere of motivation, co-operation and achievement – *a place for all to thrive.*

Position Title	Principal of Fiordland College
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Purpose of Position	To ensure the provision of high quality education to the students of Fiordland College.
Accountable to	The Principal reports and is accountable to the Fiordland College Board of Trustees, as the Principal's employer, through the Board Chairperson. The Principal has the dual role of being a Board member in their own right, whilst undertaking the role of Chief Executive of the school.
External Functional Relationships	The Principal liaises, when necessary, with educational agencies such as the Ministry of Education, Education Review Office, College of Education, Payroll Service and NZ STA as well as with wider community agencies such as Child Youth and Family, Police and principals of other schools.
Delegations	The Principal is responsible for the successful management and professional leadership of the school by taking direction from the Board, the school charter and the Board's policies.
Key Functions:	The Principal will:
	 Be responsible for providing professional and instructional leadership; Assist the Board with the development of the strategic and annual operational plans, recognising the school's unique environment; Advise the Board on policy, professional and administrative matters; Interpret and implement policies and decisions of the Board; Strive to maintain the high academic standards of Fiordland College whilst balancing that with providing opportunities to those with a less academic focus; Manage the day-to-day administration and operation of the school and its resources in a timely manner by: implementing, monitoring and reporting progress on the educational and operational plans
	 ensuring that student educational needs are met and that parents are consulted when necessary and provided with timely advice of students' progress and achievement

	 developing, promoting and monitoring a culture which values and positively encourages learning, competence, achievement,
	discipline and high standards of conduct and integrity
	 developing and maintaining effective relationships with the Board, staff, students, parents and the community
	 delegating duties and responsibilities to staff; encouraging staff empowerment and ensuring good communication is maintained within the school
	 co-ordinating the school's day-to-day operations
	 staffing the school to ensure delivery of the curriculum and implementation of the Charter
	 providing and maintaining the school's facilities, equipment and educational facilities
	 controlling, monitoring and reporting on the school's finances;
	 Be responsible for implementing and monitoring policy on staffing and staff performance, appraisal and development;
	Provide the Board with reports and feedback on the achievement of educational, financial and administrative objectives and
	Promote and be a strong advocate for Fiordland College both within the local and wider communities.
GENERAL	The Principal will be required to achieve the above key functions by meeting objectives and professional standards outlined in an annual performance agreement ratified by the Board, after consultation with the Principal.

It is expected that the achievement of the key functions by the Principal will result in the Principal managing and leading the school in line with our Strategic Plan, which reflects our unique circumstances.

We believe this will result in a high standard of quality education.