



Maata St
Taumarunui
Phone 07 895 7131
Fax 07 895 7139
027 495 7131
office@taumarunui.school

Principal Position Description

Taumarunui Primary School

Position Title

Principal

Responsible To

Taumarunui Primary School Board

Purpose of the Position

The Principal provides professional leadership and effective management of Taumarunui Primary School to ensure the highest quality teaching and learning outcomes for all students. The Principal works in partnership with the Board, staff, students, whānau, and the wider community to achieve the school's vision, values, and strategic goals.

The Principal will foster a safe, inclusive, and positive learning environment where all learners are supported to achieve success and develop as confident, capable individuals.

Key Responsibilities

1. Educational Leadership

- Lead and promote high-quality teaching and learning throughout the school.
- Ensure the delivery of a rich and engaging curriculum aligned with the New Zealand Curriculum.
- Monitor and analyse student achievement data to inform teaching practice and improve outcomes.
- Support and develop effective teaching practice through mentoring, coaching, and professional learning.
- Promote innovation and continuous improvement in teaching and learning.

2. Strategic Leadership

- Work with the Board to develop and implement the school's strategic and annual plans.
- Provide clear direction and vision for the school's future.
- Ensure school goals reflect the aspirations of students, whānau, and the wider community.
- Lead ongoing school improvement initiatives.

3. Cultural Leadership

- Demonstrate commitment to Te Tiriti o Waitangi.
 - Promote culturally responsive practices across the school.
 - Support the integration of te reo Māori and tikanga Māori within the school environment and curriculum.
 - Build meaningful relationships with whānau, hapū, iwi, and the wider community.
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4. People Leadership

- Foster a positive, respectful, and collaborative school culture.
 - Lead, inspire, and support staff to achieve shared goals.
 - Promote staff wellbeing and professional growth.
 - Manage staff performance and development in accordance with school policies.
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5. Community Engagement

- Build strong partnerships with parents, caregivers, and whānau.
 - Communicate openly and effectively with the school community.
 - Represent the school positively within the wider community.
 - Encourage community involvement in school life.
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6. Operational Leadership

- Ensure effective management of school operations, including finance, property, and resources.
 - Work closely with the Board to maintain strong governance and compliance practices.
 - Ensure the school meets all legislative and regulatory requirements.
 - Maintain safe and effective systems that support the smooth running of the school.
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7. Student Wellbeing and Safety

- Promote a safe and inclusive learning environment for all students.
 - Support student wellbeing and positive behaviour.
 - Ensure appropriate systems are in place for pastoral care and student support.
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Key Competencies

The successful applicant will demonstrate:

- **Educational leadership** and a strong understanding of effective teaching and learning.
 - **Strategic thinking** and the ability to lead school improvement.
 - **Cultural competence** and commitment to Te Tiriti o Waitangi.
 - **Strong interpersonal and communication skills.**
 - **Collaborative leadership** and the ability to build positive relationships.
 - **Effective organisational and management skills.**
 - **Integrity, professionalism, and sound judgement.**
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Qualifications and Experience

- Current practising certificate as a teacher in New Zealand.
 - Demonstrated leadership experience within a school setting.
 - Knowledge of the New Zealand Curriculum and Te Tiriti o Waitangi.
 - Understanding of current educational practice and leadership.
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Key Relationships

The Principal will work closely with:

- The School Board
 - Teaching and support staff
 - Students and their whānau
 - Local community and organisations
 - External education agencies
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Our School

Taumarunui Primary School is committed to providing a supportive, inclusive, and engaging learning environment where every child is encouraged to reach their potential. We value strong relationships, a sense of belonging, and a culture of respect and achievement within our kura.