



Job Description – Assistant Principal Nominee

POSITION TITLE	Assistant Principal Nominee
MANAGEMENT UNITS	2 MU Permanent 2MMA Permanent
REPORTS TO	Principal Nominee, Principal

PURPOSE OF THE POSITION

As our amazing kura continues to grow and we manage changes in accordance with NCEA/NZQA processes, we are seeking an enthusiastic and passionate teacher to become an assistant principal nominee.

We are looking for someone who can complete the following key responsibilities and possess the following dispositions: responsiveness to change, agility in the face of challenges, Calmness under pressure, Confidence with technology, In-depth knowledge/understanding of academic processes, Problem-Solving Skills, Administrative skills, and the ability to meet & manage multiple deadlines. It is expected that you comply with reporting deadlines and have consistent moderation.

KEY RESPONSIBILITIES	APPRAISAL INDICATORS
<i>Exam Assistance</i>	- Assisting with the delivery of the Mock and Co-Requisite Literacy and Numeracy examinations, including: - Planning for the staffing of exam supervision and SAC supervision. - Preparing the SAC packs and helping with exam.net and - During exams, helping coordinate the delivery of SAC support. - Where necessary, helping with the training of the Reader/Writer supervision
<i>Data file submissions and SAC Entitlements</i>	- Supporting PN with the uploading of the monthly data file submission onto the NZQA website and helping correct data file errors. - Supporting PN with the uploading of NZQA results from external



	standards onto KAMAR. Supporting PN in ensuring SAC Entitlements are accurately entered into NZQA.
<i>Supporting Quality Assurance</i>	- Leading Professional Learning with new staff around the expectations for creation and delivery of Assessment Materials to ensure materials meet NZQA requirements. - Assisting PN with leading Professional Learning to guide staff with designing Learning Tasks in a manner which reduces the likelihood of AI use. - Assisting PN with extension requests, plagiarism issues and grade disputes.
<i>Learning Support NCEA Advisor</i>	Either leading or helping facilitate the moderation of internal assessments completed by students/classes connected to the Learning Support Team (e.g. Akoranga, Game of Life).
<i>Overseeing the provision of Te Kura</i>	- Acting as the liaison between students (undertaking a Te Kura Course) and Te Kura. - Keeping track of student progress through Te Kura and, where appropriate, communicating with students, whānau and/or hub coaches to ensure a three-way partnership towards student success. - Supporting the provision of Te Kura mock examinations. - Facilitation of NCEA assessments under agreed conditions in Te Kura MoU. - Attendance/engagement monitoring using kamar and TK online platforms
<i>Academic Counselling</i>	Supporting the SLT and Middle Leaders with the process of academic tracking and with providing academic counselling to our Year 12 and 13 students.
<i>Relief co-ordinator</i>	Maintaining and updating contact details and other useful info about the current pool of relievers, including subject strengths and other



	details that assist in suitable class allocations • Monitoring relief phone mornings and evenings for staff calling out sick; booking and assigning relievers accordingly (collab with Anna, alternating terms) • Monitoring the relief book to ensure cover is provided for other forms of staff leave • Data entry and double-checking: staff leave and reliever pay - all of the above in collab w/ SLT and admin team • Ensuring staff with relief blocks in their teaching load are factored in and looked after (clarity, communication) • Communicating/collaborating with SLT and LCLs in instances where not all classes / whānau times can be covered • Recruitment and onboarding of relievers - in collaboration with the admin team and SLT • Ongoing support of relievers during the school day - in collaboration with SLT • Development/refinement of communication documents related to relief practices • Strategic allocation of any unassigned relievers as support staff around the school - based on strengths of staff and needs of classes - in collab with THW
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DECLARATION:

Approved by:	Kirsty Dowding Principal
Date approved:	13 October 2025
Reviewed:	<i>To be reviewed by the end of 2027</i>
Appointee: (Name and Signature)	
Date appointed:	