



ASSOCIATE PRINCIPALS' ROLE

ROLE	KEY TASKS	INDICATORS	REVIEW COMMENTS
MANAGEMENT	<p>Contribute to leadership team meetings</p> <p>Oversee the learning/teaching programmes, planning, assessment and reporting systems within the 2 pods</p>	<p>Work collaboratively with the senior leadership team, and with pod leaders</p> <p>Attend pod meetings/review meeting minutes</p> <p>Have an overview of the planning and functioning of 2 pods</p> <p>Act as the 'go to person' for events and issues for these 2 pods</p> <p>Check planning and assessment and compliance type documentation of pods</p> <p>Review and proofread mid-term and end of year reports before passing to the Principal</p> <p>Delegate responsibilities/tasks as required</p> <p>Ensure school policy and procedures are followed</p> <p>Use evidence to inform planning for future action</p>	
PEDAGOGY TEAM LEADERSHIP	<p>Lead a team of 2 pod leaders and classroom teachers ensuring effective teaching (including planning, implementation, assessment and reporting) is taking place.</p> <p>Foster harmonious, positive working Relationships</p> <p>Promote, participate in and support ongoing professional learning linked to student progress</p>	<p>Ensure pod leaders have day to day systems in place</p> <p>Support pod leaders in their pod leadership roles with both organization, resourcing and personnel</p> <p>Deal with student behavioural issues when referred by pod leaders, who will endeavor to deal with them in the first instance</p> <p>Provide pastoral support for staff and students as required</p> <p>Take part in difficult conversations as needed</p> <p>Identify and action any professional learning targets identified for team</p> <p>Put in place any professional learning opportunities seen as necessary to maximize the effectiveness of all team members</p>	
COMMUNICATION	<p>Liaise formally and network informally with the Principal, Deputy Principal, and pod leaders to ensure open, transparent communication of information</p> <p>Keep full records of meetings, communications, concerns and complaints</p>	<p>Engage in open, positive communication with pod leaders</p> <p>Support pod leaders with difficult interactions with students/parents/teachers and pass these to the principal if unresolved</p> <p>Pass on information from senior leadership team meetings to ensure pod leaders are kept well informed and keep the leadership team well informed of pods happenings</p> <p>Be responsible for acting as first leadership contact re staff and student issues and pass these onto the Principal when they prove difficult to resolve. Keep fully documented records around concerns and complaints</p> <p>Act to foster school wide understandings and cohesion</p> <p>Formally meet at least 3x a term with pod leaders to ensure communication is kept open and positive</p> <p>Interact regularly with parents and the school community on team and school related matters</p>	
PERSONNEL	<p>Promote staff welfare within the school</p> <p>Engage in ethical, respectful, positive and</p>	<p>Ensure issues that arise within pods have first been referred to the pod leader</p> <p>Support pod leaders and teachers with difficult meetings/interactions with</p>	



	<p>collaborative professional relationships with learners, staff and parents</p> <p>Facilitate as community feel within the school</p> <p>Foster teacher learning and leadership within the school</p>	<p>parents, students or colleagues</p> <p>Take time to be a listener</p> <p>Carry out appraisals of teachers in own pods</p> <p>Undertake inclass observations and walkthroughs as part of the appraisal and teacher support process</p>	
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