

Beginning Principal Mentor Role Description

Person Specifications

The mentor will:

- Be a current practicing principal.
- Have previously met the requirements of an experienced principal within the Primary, Area and Secondary Principal Career Structures.
- Have evidence of having lead a successful school.
- Have a sound understanding of school system requirements such as Novopay and Ministry of Education requirements including planning and reporting.
- Have strong networks with local principals' groups and local services such as the local MoE advisors and NZSTA.
- Be confirmed as a mentor by the local regional management group consisting of local principal associations, Ministry of Education and Evaluation Associates representatives.

Role Responsibilities

The mentor will act as the first point of contact and sounding board for the principal for day-to-day queries and issues that arise.

The mentor will maintain regular contact with the beginning principal to provide timely support.

The mentor will work with the local Leadership Advisor to form a strong network of support for the beginning principal.

The mentor will enable the beginning principal to:

- Raise issues in a timely way
- Fulfil their day-to-day management role
- Build a sound working knowledge of school system requirements e.g. Novopay, charter requirements, student achievement reporting, roll returns.
- Connect to local support services for principals and online resources
- Connect with local principal networks and professional learning groups

Key Working Relationships

The mentor will sustain positive and collaborative relationships with:

- The beginning principal(s) they are mentoring
- The leadership advisor leading the support for their mentees
- Other mentors, particularly in their region

Key tasks

The mentor will undertake the following work in fulfilling this role:

- Meet the beginning principal in person within the first term of being assigned their mentor to ascertain their capacity in the day-to-day management of their school and the support required
- Complete the Evaluation Associates day-to-day management checklist to assist in identifying focuses for the support and to inform Evaluation Associates work at a local and regional level.
- Utilize the Evaluation Associates term checklist to guide timely support around day-to-day management on a term by term basis
- Develop ongoing support for the beginning principal(s) through a mix of phone and skype calls and approximately one on-site visit per term
- Provide feedback to the principal on their progress in their day to day management of the school
- Engage in Mentor development meetings
- Provide a report once a term to the leadership advisor using the Evaluation Associates report form on support provided to the beginning principal(s)
- Submit an invoice once a term to Evaluation Associates from the mentor's school for the term's financial acknowledgement of \$250 plus travel expenses
- Inform their own Board of Trustees of their work with the beginning principal to contribute to their current or future request for affirmation of meeting the criteria for a Leading Principal within the Career Structure