



ST IGNATIUS OF LOYOLA CATHOLIC

PROCEDURES FOR PRINCIPAL | TUMUAKI PERFORMANCE INCLUDING PROFESSIONAL GROWTH CYCLE AND SUPPORT FOR WELLBEING OF THE PRINCIPAL | TUMUAKI

General operating principles associated with the Principal's | Tumuaki Performance

- a) Being open, transparent, and acting in good faith
- b) Ensuring that expectations and requirements fit within the parameters of The Secondary Principals Collective Employment Agreement (CEA) and involvement in the "Professional Growth Cycle" and support for the wellbeing of the Principal | Tumuaki
- c) Ensuring that expectations and requirements fit within the parameters of the Teachers Council including the Ngā Paerewa | Professional Standards: These will measure important knowledge, skills and attitudes that all Principals | Tumuaki should be able to demonstrate, with respect to professional leadership, staff | kamahi management, financial and asset management, strategic management, relationship management health and safety and statutory reporting requirements
- d) Performance expectations being summarised and documented in the Principal's | Tumuaki Position Description that sets out key tasks and expected outcomes as a Catholic School in the Ignatian tradition.
- e) Provision by the Principal | Tumuaki an outline of progress and achievement in student | ākonga learning with analysis commentary of:
 - The progress and achievement of all students | ākonga by cohort, gender, ethnicity twice yearly.
 - Comparison of improvement of student | ākonga learning across cohorts, year on year.
 - Identification and analysis of groups that are disproportionately represented in data, with intervention information and outcomes presented.

Professional Growth Cycle

Is a high trust, reflective process to support and structure to support and structure the professional learning and growth of the professional leaders especially as a 'leader of learning'.

The Principal | Tumuaki will:

- Belong to a Professional Learning Group (PLG) with other Principal | Tumuaki colleagues who also understand and lead the Catholic Special Character of their schools | kuras.

- Understand the Ngā Paerewa | Professional Standards, and Catholic Special Character responsibilities and what meeting and using them in every day practice looks like.
- Plan their professional learning for their own professional growth cycle (PGC), share it with and receive support from the presiding board member, so they can fully engage in their PGC.
- Work collegially and regularly with other secondary Principals | Tumuaki from their network to learn and grow their practice.
- Seek and reflect on a range of feedback, including feedback from the board's Presiding Member.

The PLG, as a group will:

- Meet regularly (at least once a term) to:
 - evidence their goals
 - seek support in the enactment of such goals
 - keep up to date with new initiatives
 - spend time in collective inquiry.
- Facilitate the Principal | Tumuaki to evidence ongoing progress towards identified goals/learnings which is shared with the Presiding Member at least twice a year.
- At the conclusion of the annual PLG cycle the Principal | Tumuaki endorser (nominated member of the PLG group) creates an annual summary as part of the documentation which is shared with the Presiding Member at a summary meeting
- The Presiding Member shall share with the Board a summary of the professional growth attained at the conclusion of the professional growth cycle period. This summary will be tabled and discussed "In Committee" at a Board meeting.
- A Principal | Tumuaki (Endorser) from the professional learning group will confirm annually that the Principal | Tumaki participated in the professional growth cycle and as a member of the PLG and meets Ngā Paerewa | Standards)
- A Principal | Tumuaki (the Endorser) from the PLG, selected by the St Ignatius of Loyola Catholic College Principal | Tumuaki, will sign off the three yearly registration of the St Ignatius of Loyola Catholic College Principal | Tumuaki when it is due and inform the Presiding Member that they have done so.

Or

If the PGC Principal | Tumuaki (i.e., the endorser) has concerns and/or does not think the Principal | Tumuaki meets Ngā Paerewa | Standards, the endorser informs the professional leader, who in turn informs the Presiding Member of their board. The Aratohu Kaiohia | Endorser Guidelines outline the process to follow.

- Should the Board, through the Presiding Member and/or the Principal | Tumuaki, determine the need to use the services of an external appraiser independent of the Principal | Tumuaki Professional Learning Group (PLG), the Principal | Tumuaki will be consulted as to the final selection.
- In the event of a dispute related to the Principal's | Tumuaki performance, an independent arbitrator agreed to by all parties would be called upon to mediate. In such an event, the principle of natural justice will apply. Ultimately the Board will have responsibility for any final decision.

Support for Wellbeing of Principal | Tumuaki

- The board is committed to support the wellbeing of the Principal | Tumuaki
- Requests from the Principal | Tumuaki for professional development or on-going wellbeing can be made to the Board and will be given serious consideration.

Approved: 2 May 2023	Reviewed: 13 October 2026
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