



**CAMBRIDGE
HIGH SCHOOL**
TE KURA TUARUA O TE OKO HOROI
EST 1883

4 May 2026

Thank you for your interest in Cambridge High School, Te Kura tuarua o Te Oko Horoi.

Established in 1883, our school has a proud tradition of meeting the educational needs of our local community. With a roll of approximately 1800 students, we are able to offer our diverse school population a wide range of academic, cultural and sporting opportunities. The school combines modern facilities and a progressive education programme with traditional core values and high expectations of student achievement.

Our aim is to offer students the opportunity to reach their academic potential and personal growth in a safe and positive learning environment. In addition to academic achievement and qualifications, we value highly the development of the competencies and skills that our students need to navigate easily into life beyond school. Our school motto “Fortiter et Recte” reminds us to have the ‘courage to do what is right’ and this is reflected in our REACH values.

Our community is very supportive of the excellent well-rounded education we provide and the range of high-quality opportunities available to our graduates. Our positive results in so many areas of school life reflect the combined effort of the students, staff, parents and Board. We welcome your application and look forward to guiding and supporting you in your journey within our school community.

Ngaa mihi nui

PL MCAVOY
ACTING PRINCIPAL



Assistant Principal – Strengthening Us

Position Title Assistant Principal

Responsible to Principal

Purpose of the Role

The Assistant Principal provides strategic and relational leadership that supports the delivery of the Strengthening Us pillar. The role focuses on strengthening school-wide systems, operational coherence, and student pathways while contributing positively to school culture, staff capability, and learner success.

As a member of the Senior Leadership Team, the Assistant Principal works collaboratively to ensure the effective day-to-day running of the school and the ongoing improvement of teaching, learning, and wellbeing outcomes.

Key Responsibilities

Strategic Leadership

- Support coherent, evidence-informed planning, review, and self-evaluation using the [CHS Strategic Plan \(2026-2030\)](#).
- Model the school's REACH values through visible, values-led leadership.

School-Wide Systems & Operations

- Provide leadership of systems that support the smooth and effective running of the school.
- Oversee areas such as:
 - Timetabling and course selection processes.
 - School calendar, events, and end-of-year/start-of-year arrangements.
 - Internal communication and staff information systems.
 - Relief staffing and operational continuity.
- Support ongoing review and improvement of systems for usability, equity, and effectiveness.

Student Pathways and Achievement

- Monitor and support student achievement, progress, and attendance, with a particular focus on targeted learner groups.
- Support systems for tracking academic pathways and qualifications.



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- Contribute to mentoring and guidance processes that promote student engagement and success.

People, Culture, and Wellbeing

- Build strong, respectful relationships with students, staff, and whaanau.
- Support staff induction, development, and collective efficacy.
- Contribute to a positive, inclusive school culture that prioritises student and staff wellbeing.

Community and School Presence

- Support school promotion, enrolment processes, and external communication.
- Ensure senior leadership visibility at school events, trips, and key activities.
- Work constructively with whaanau, community partners, and external agencies.

Compliance and Professional Practice

- Ensure responsibilities are carried out in line with New Zealand legislation, ERO expectations, and Board policy.
- Uphold high standards of professional practice, confidentiality, and integrity.

Person Specification

Essential

- Current NZ teacher registration.
- Proven leadership experience in a secondary school context.
- Strong relational skills and the ability to lead through influence.
- Demonstrated capability in systems thinking, organisation, and follow-through.
- Commitment to equity, inclusion, and improving outcomes for all learners, particularly Maaori aakonga.

Desirable

- Experience in senior or middle leadership with school-wide responsibility.
- Experience leading operational systems, timetabling, or strategic improvement.
- Familiarity with student management and data systems (e.g., KAMAR).
- Aspirations toward principalship or significant senior leadership.

Professional Expectations

- Actively support the vision and strategic direction of Cambridge High School.
- Engage in ongoing professional learning and development.
- Contribute positively to a collaborative Senior Leadership Team.
- Maintain a visible, calm, and solutions-focused leadership presence.