

## Deputy Principal Job Description

**Position:** Deputy Principal

**Responsible to:** Principal

**Functional Relationships:** Principal, Leaders of Learning Communities, Curriculum Leaders, Teachers, Support Staff

**Overall Objective:** To further the ideals of the school vision and values through leadership of the curriculum, learning programmes, student achievement, school organization and leadership of staff.

**Prime Responsibilities:**

- To promote and develop the principles, values and ideals of the school
- Focus on improving student learning and achievement
- Provide professional leadership in furthering the school wide development priorities
- Provide leadership and organisational expertise with assigned special activities and school projects
- Actively support the Principal to operate the school
- Be an active, participating and contributing member of the Senior Leadership Team
- Commit to a process of continual improvement
- Commit to innovative thinking, being future focused and actively seeking ways to improve the school
- Be involved with the appointment, management and development of staff
- Provide senior leadership for delegated areas of individual responsibilities

This Deputy Principal is a member of the Senior Leadership Team which is made up of: Principal, Deputy Principals (3x), and Director Senior School

The areas of specific leadership focus and individual responsibilities will be assigned based on the strengths and skills of individual Deputy Principals and through a process of discussion and negotiation.

Areas of Leadership	Expected Outcomes
Professional leadership	<ul style="list-style-type: none"> <li>● Understands, and applies where appropriate, current practices for effective leadership and management</li> <li>● Provides professional leadership within the delegated areas of responsibility</li> <li>● Makes constructive contributions to the work of the Senior Leadership Team in a manner which supports effective school organisation and improved learning outcomes for students</li> <li>● Supports the Principal in the leadership and management of the school</li> <li>● Reflects on own performance evaluation and demonstrates a commitment to own on-going learning in order to improve performance</li> <li>● Contributes to the running of the school as determined by the Principal</li> </ul>

Student learning and achievement	<ul style="list-style-type: none"> <li>● Demonstrates a thorough understanding of current approaches to effective teaching and learning</li> <li>● Identifies and acts on opportunities for improving teaching and learning</li> <li>● Operates as a teacher with delivery of NZC for a group/s of students each year (The number of learning groups will be determined by the Principal)</li> <li>● Remains up to date with achievement evaluation and assessment techniques</li> <li>● Champions the improvement of student learning and achievement</li> <li>● Applies effective data collection, analysis, interpretation and reporting for student achievement data</li> </ul>
Policy and programme management	<ul style="list-style-type: none"> <li>● Initiates, plans and manages in association with the Principal and other staff, policies and programmes which meet national requirements, that are consistent with the school's charter and strategic planning</li> <li>● Understands the implications of New Zealand's changing cultural, social and economic context and ensures that these changes are reflected in the policies and programmes within the delegated areas of individual responsibility</li> </ul>
Staff management	<ul style="list-style-type: none"> <li>● Participates in the school's performance management systems and makes recommendations to the Principal on appropriate professional development opportunities for staff</li> <li>● Motivates and encourages staff to improve the quality of teaching and learning</li> <li>● Devolves responsibilities and delegates tasks where appropriate</li> <li>● Supports staff to develop new skills and take on new responsibilities including leadership opportunities</li> </ul>
Relationships and connections	<ul style="list-style-type: none"> <li>● Develops and maintains positive and productive relationships with staff, students and their whanau</li> <li>● Fosters relationships between the school and the community</li> <li>● Communicates effectively both orally and in writing to a range of audiences</li> <li>● Provides information to the Principal on areas of delegated individual responsibility in order to assist with effective day to day management and strategic planning in the school</li> <li>● Understands and operates within the limits of the delegated authorities and adopts a consultative approach with the Principal and other staff on issues relating to school policy</li> <li>● Establishes and maintains good communication processes with staff, and between staff and members of the Senior Leadership Team</li> </ul>
Resource and asset management	<ul style="list-style-type: none"> <li>● Effective and efficient use of available financial resources and assets, within delegated areas of authority, to support improved student learning and achievement</li> </ul>
School wide involvement	<ul style="list-style-type: none"> <li>● Demonstrates the ideals and behaviours that exemplify the vision and principles of the school and what is expected of the teaching professional</li> <li>● Promotion of high expectations, standards and an attitude of excellence</li> <li>● Actively involved in school wide activities and events</li> </ul>

## Areas of Individual Responsibility

Responsibility	Performance Indicators
Daily Organisation	
<p>Leading and executing the daily organisational requirements of the school</p>	<ul style="list-style-type: none"> <li>➤ Effective leadership of the daily campus activities and events, ensuring they are well managed, communicated appropriately and relevant to building school culture</li> <li>➤ An accurate school wide events calendar is maintained and accessible for relevant personnel - this includes an effective approval process and being published to the school website and other relevant social media platforms</li> <li>➤ Effective leadership of the organisation and activities of the Campus Café throughout the year</li> <li>➤ Student attendance processes operate effectively, with relevant documentation and regulations are followed</li> <li>➤ Leadership of the process for Daily Teacher Relief This includes an effective professional approval process for any relief teachers used on campus</li> </ul>
Pastoral Care Team	
<p>Leadership of the Pastoral Care Programme, practices and processes across the school</p>	<ul style="list-style-type: none"> <li>➤ Provide leadership and oversight of the Pastoral Care programme, personnel, processes and resources</li> <li>➤ Provide leadership of the processes that support the pastoral care and well-being of all staff, ensuring that deliberate well-being measures are in place</li> <li>➤ Management of the Employment Assistance Programme</li> <li>➤ An effective Pastoral Care Programme and associated documentation is followed that informs all pastoral care activity</li> <li>➤ A strategic and annual plan is used to evaluate current effectiveness and further develop pastoral care practices and processes An annual report is prepared</li> <li>➤ Provides professional support and guidance as required and conducts the annual performance appraisal process for: <i>Director of Guidance, Nurse, Years 9&amp;10 Deans</i></li> <li>➤ Operate as the designated person for issues concerning child protection</li> </ul>

Supporting Student Learning	
<p>Leadership of the Learning Support Programme, practices and processes across the school</p> <p>Leadership for supporting student learning functions</p>	<ul style="list-style-type: none"> <li>➤ Provides leadership and oversight of the Learning Support programme, personnel, processes and resources</li> <li>➤ An accurate Learning Support Programme document is followed and guides all Learning Support activity</li> <li>➤ A Learning Support strategic and annual plan is followed to evaluate current effectiveness and further develop practices and processes</li> <li>➤ Oversee the Learning Support annual budget, staffing requirements and resourcing</li> <li>➤ Responsibility for the Specialist Classroom Teacher and their function</li> <li>➤ Responsibility for the Library and Information Centre</li> <li>➤ Responsibility for the ESOL area of the school</li> <li>➤ Leadership and management of Alternative Education learning programme</li> <li>➤ Provide professional support and guidance as required including conducting the annual performance appraisal process for: <ul style="list-style-type: none"> <li><i>SENCO</i></li> <li><i>ESOL Coordinator</i></li> </ul> </li> </ul>
Upper Middle School Leader	
<p>Leadership of the student learning, achievement and teaching across the Upper Middle School UMS</p>	<ul style="list-style-type: none"> <li>➤ Learning and teaching pedagogy is aligned with the Middle School student learning progression</li> <li>➤ Works effectively with the UMS Leaders of Learning Communities to further the objectives and priorities of the school</li> <li>➤ Has a clear understanding of the state of student achievement through rigorous data analysis, accurate reporting and has identified areas for improvement</li> <li>➤ Determines and works toward realistic and measurable annual goals and student achievement targets</li> <li>➤ Providing senior leadership for UMS student behaviour management especially with major/crisis incidents</li> <li>➤ Providing professional support and guidance as required and conducting the annual performance appraisal process for: <ul style="list-style-type: none"> <li><i>Leaders of UMS Learning Communities</i></li> </ul> </li> <li>➤ Oversight of the role and activity of the <i>Middle School Student Leaders</i></li> <li>➤ The Middle School Curriculum Guide is prepared and published in a timely manner</li> <li>➤ Oversight of the UMS student enrolment, uniform requirements, class placement, induction, attendance and exit processes</li> <li>➤ Organisation of specific UMS learning programme events including subject selection process, assemblies and celebration events</li> <li>➤ Effective organisation of the Middle School mid-year Awards and end of year Middle School Prizegiving</li> <li>➤ Active involvement with the process for UMS staffing, appointment, management and support.</li> </ul>

Curriculum Learning Area Leadership

Leadership of middle leaders in assigned curriculum learning areas

- Oversight for assigned Curriculum Learning Areas
- Provides professional support and guidance as required
- Conducts the annual performance appraisal process for each assigned curriculum learning area leader