



PAPAMOA  
COLLEGE

# Deputy Principal Position

## Application Process



## Deputy Principal Position

Dear Applicant

Thank you for your interest in the Deputy Principal (7U+1SMA) position that is currently advertised.

This Deputy Principal position has become available due to retirement.

The following information is for the Deputy Principal application process and provides you with information about the position and what is required to make an application. This includes:

*Deputy Principal Job Description*

*Person Specification*

*Information for Applicants*

*Papamoa College Profile*

The closing date is Friday 30 October for both the completed Application and Referee Reports.

As the school is experiencing a rapid growth stage the Senior Leadership Team individual responsibilities are being reviewed. Once the successful applicant has been appointed Deputy Principal individual responsibilities will be allocated based on team member strengths and abilities and discussion - see the Current 2020 Senior Leadership Team Responsibilities.

Thank you again for your interest in this position and we look forward to receiving your application.

Yours sincerely

*Papamoa College Board Appointments Committee*

## 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.

### Primary 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>

## Current 2020 Senior Leadership Team Responsibilities *These areas will be redistributed for 2021*

	Principal	Deputy Principal	Deputy Principal	Deputy Principal
<b>Portfolio Focus</b>	<p>Visioning and Future Curriculum Development</p> <p>Campus Culture</p> <p>Property Management &amp; maintenance</p> <p>Finance Resourcing Asset Management</p> <p>Community Relationships Stakeholders Branding Community groups</p> <p>Personnel Staffing Appointments &amp; Induction Employment Contracts</p> <p>Board of Trustees Senior Leadership Team Annual Reporting</p>	<p>Daily Organisation Attendance Calendar &amp; Events</p> <p>Pastoral Care Programme</p> <p>Student Learning Support</p> <p>Student Attendance</p> <p>Specialist Classroom Teacher</p> <p>Campus Cafe</p> <p>Middle School Student leadership</p> <p>Middle School Prizegiving</p>	<p>Student Enrolment &amp; ENROL</p> <p>Student induction</p> <p>Bus transport</p> <p>Citizenship and Whanau System</p> <p>Professional Learning Programme</p> <p>Teacher Registration</p> <p>Provisional Registered Teachers Programme</p> <p>Performance Management System Attestation</p> <p>Professional Development</p>	<p>Digital Environment Oversight ICT infrastructure e-Learning SMS LMS Parent portal</p> <p>Learning &amp; Teaching Landscape</p> <p>Curriculum Leaders group</p> <p>Education Outside the Classroom</p> <p>Health &amp; Safety</p> <p>Principal's Nominee</p> <p>Timetable Oversight</p>
<b>Area of School Leadership</b>		<p>Leader of Upper Middle School Y9&amp;10</p> <p>Learning and Teaching Assessment Reporting</p> <p>Learning Communities Awa Moana Motu Wairere Wairakei</p>	<p>Leader of Lower Middle School Y7&amp;8</p> <p>Learning and Teaching Assessment Reporting</p> <p>Learning Communities Tatahi Maunga Puke Puna wai Tahuna</p>	<p>Leader of Senior School Y11-13</p> <p>Learning and Teaching Assessment Reporting</p> <p>Senior School Directorate Careers Area</p>
<b>Curriculum Area Leadership</b>	<p>Technology</p> <p>Visual Arts</p> <p>Performing Arts</p>	<p>Social Science</p> <p>English</p> <p>Learning Support</p>	<p>Languages</p> <p>Maori</p>	<p>Science</p> <p>Mathematics</p> <p>Music</p> <p>Physical Ed &amp; Health</p>
<b>Leadership</b>	<p>Senior Leadership Team</p> <p>Admin Manager /PA</p> <p>Business Manager</p> <p>Property Manager</p> <p>Director of Sports</p>	<p>Library Leader</p> <p>Guidance Counsellor</p> <p>Nurse</p> <p>Y9&amp;10 Deans</p>	<p>Y7&amp;8 Deans</p> <p>Whanau Leader Coordinator</p>	<p>e-Learning Leader</p> <p>Principal's Nominee</p>

## Person Specification

### Personal Attributes

- Lives life with integrity, strength of character and a strong set of personal values
- Holds high expectations and practices fairness
- Has an enthusiastic attitude and encouraging manner
- Accepts challenges and acts with flexibility
- Has a positive outlook and solutions focused
- Is self aware, reflective and an intuitive understanding of others
- Has a sense of humour and perspective
- Willingness to persevere and work hard
- Has the ability to be calm under pressure and is resilient
- Is passionate to learn and grow
- Values strong connections and interactions with people

### Professional Attributes

- Has a passion for working with young people
- An experienced teacher who is competent in the use of data to improve student learning outcomes
- Is an excellent communicator with a wide range of people
- Awareness of and positive attitude towards bicultural, multicultural and disability issues
- Understands what it means to be an education professional
- Has demonstrated strong middle leadership skills and proven experience in a school environment
- A future focused and strategic thinker who is prepared to take risks and accepts challenges
- Thrives on collaboration and working in a team
- Has a sound understanding of the NZ Curriculum, modern learning pedagogies and evaluation of student achievement
- Empowers others to flourish and effectively manages the delicate balance between supporting and challenging others
- Experience in dealing with challenging situations and having difficult conversations
- Advanced organisational skills and the ability to manage high workload
- Uses technology effectively and purposefully
- Is committed to on-going personal and professional development

## Information for Applicants

### Position

Deputy Principal  
Member of the Senior Leadership Team

### Remuneration

7x Units + 1x Senior Management Allowance  
Full time, permanent position

### Employment Conditions

As per the Secondary Teachers Collective Agreement (STCA) 2019-2022

### Appointment Timeline

Education Gazette Advertisement	Wednesday 29 September 2020
Visits to campus (Optional)	Wednesday 21 October - Wednesday 28 October 2020
Closing Date for Applications	Friday 30 October 2020
Closing Date for Referee reports	Friday 30 October 2020
Shortlisting completed	Monday 9 November 2020
Interviews	Saturday 14 November 2020
Position Begins	Monday 25 January 2021 Start Term 1 2021

### Visits to Papamo College (optional)

Applicants are able to arrange a visit to the Papamo College campus during the period Wednesday 21 October - Wednesday 28 October 2020. Please contact Principal's PA [kturanga@papamoacollege.school.nz](mailto:kturanga@papamoacollege.school.nz) to arrange a time.

### Questions

Questions and queries can be emailed to Principal - Steve Lindsey  
[principal@papamoacollege.school.nz](mailto:principal@papamoacollege.school.nz)

### Job Description

[Deputy Principal Job Description](#)

### Application Process

The following documents are required to be completed and submitted as part of the online application process:

[Application Form](#)

Curriculum Vitae

[Referee reports](#) (3x) Due Friday 30 October (Applicant to send the referees report link to each referee to complete)

Email Principal's PA: Kerri Turanga for information regarding the application process:  
[kturanga@papamoacollege.school.nz](mailto:kturanga@papamoacollege.school.nz)

Applicants must currently hold a teaching practising certificate.

### Interviews

Applicants who are interviewed will be required to make a brief presentation at the interview. The presentation topic will be communicated to those applicants when notified of the interview.

Deputy Principal applicants will be interviewed at the Papamoa College on Saturday 14 November 2020.

### Papamoa College Contacts

Address: 151 Doncaster Drive  
PO Box 11 150  
Papamoa 3151

Phone 07 542 0676

Fax 07 542 9069

Email [enquiries@papamoacollege.school.nz](mailto:enquiries@papamoacollege.school.nz)

Website <http://www.papamoacollege.school.nz/>

[PC Facebook](#)

[PC Sport Facebook](#)



## Papamoa College Profile

Current student roll: 1540

Coeducational Secondary School

State School Y7-13

Middle School Years 7&8 Lower Middle School

Years 9&10 Upper Middle School

Senior School Years 11-13 Senior School

Predicted growth to 2000 students by the year 2025

Currently in early stages of Campus Development Plan

The Papamoa College vision is to develop successful people, who value relationships and community, and are lifelong learners.

- Being successful means achieving at the best possible level in any pursuit and includes academic success, sporting success, arts and cultural success.
- Relationships with people matter and being connected to others is important. Participating and contributing in a community of other people is important for the Papamoa community and is therefore reflected in what we do at Papamoa College.
- Life is a continuous process of growth and development. Learning at school is therefore a continuation of learning at home and in the community. Effective learning is relevant to a student's life and does not stop once a student leaves school.

Student learning includes programmes that integrate curriculum learning areas to provide rich and contextual experiences where possible. Learning through a process of inquiry also provides an environment to develop active, engaged, confident and competent learners. An important part of the student learning experience is being part of a learning community whose members work together for the common purpose of learning and achieving. The physical innovative learning environments throughout the school, provide flexible spaces for students and teachers to use as they journey through their learning and teaching.

A key aspect of student life is the school wide Citizenship Programme and Whanau Programme which promote and reinforce the focus values:

*Whai Kaha Participation*

*Whanaungatanga Relationships*

*Whai Whakaaro Respect*

*Whai Mana Excellence*

Developing as a participating and contributing member of society for a growing young person is an important aspect of Papamoa College.

