

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, Associate Principal and Deputy Principals.

| Areas of Leadership | Expected Outcomes |
|-------------------------|---|
| Professional leadership | <ul style="list-style-type: none"> ● Understands, and applies where appropriate, current practices for effective leadership and management ● Provides professional leadership within the delegated areas of responsibility ● 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 ● Supports the Principal in the leadership and management of the school ● Reflects on own performance evaluation and demonstrates a commitment to own on-going learning in order to improve performance ● Contributes to the running of the school ● Other relevant leadership responsibilities, duties and projects as determined by the Principal |

| | |
|----------------------------------|--|
| Student learning and achievement | <ul style="list-style-type: none"> ● Demonstrates a thorough understanding of current approaches to effective teaching and learning ● Identifies and acts on opportunities for improving teaching and learning ● 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) ● Remains up to date with achievement evaluation and assessment techniques ● Champions the improvement of student learning and achievement ● Applies effective data collection, analysis, interpretation and reporting for student achievement data |
| Policy and programme management | <ul style="list-style-type: none"> ● 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 ● 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 |
| Staff management | <ul style="list-style-type: none"> ● Participates in the school's performance management systems and makes recommendations to the Principal on appropriate professional development opportunities for staff ● Motivates and encourages staff to improve the quality of teaching and learning ● Devolves responsibilities and delegates tasks where appropriate ● Supports staff to develop new skills and take on new responsibilities including leadership opportunities |
| Relationships and connections | <ul style="list-style-type: none"> ● Develops and maintains positive and productive relationships with staff, students and their whanau ● Fosters relationships between the school and the community ● Communicates effectively both orally and in writing to a range of audiences ● 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 ● 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 ● Establishes and maintains good communication processes with staff, and between staff and members of the Senior Leadership Team |
| Resource and asset management | <ul style="list-style-type: none"> ● Effective and efficient use of available financial resources and assets, within delegated areas of authority, to support improved student learning and achievement |
| School wide involvement | <ul style="list-style-type: none"> ● Demonstrates the ideals and behaviours that exemplify the vision and principles of the school and what is expected of the teaching professional ● Promotion of high expectations, standards and an attitude of excellence ● Actively involved in school wide activities and events |