



24 Grey Street

RAETIHI. 4696

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### Job Description - Deputy Principal

Position Title	Deputy Principal
Reports to	Principal
Working Relationships	External: MoE, ERO, Learning Support, Oranga Tamariki Internal: Commissioner, Teachers, Teacher Aides, Caretakers, Cleaners, Office Staff, Students, Parents, Caregivers inclusive of the wider school community

**Employment Status:** Full-time

#### Purpose of the position

Key Responsibilities	Appraisal Indicators
<p><b>Professional Knowledge:</b></p> <ol style="list-style-type: none"> <li>Responsible for the delivery of the curriculum in line with the NZ Curriculum Framework and school policies.</li> <li>Keep up to date with current thinking and approaches through regular professional development related to the school's Annual Operation plan</li> <li>Provide effective leadership, with specific responsibility for curriculum, teaching and learning guidance, advice and oversight for all teaching staff</li> <li>Responsible for the efficient day to day administration and management of team leaders</li> <li>Maintain professional relationships with other senior staff</li> <li>Demonstrates a commitment to provide quality teaching and learning programmes</li> <li>Apply current Management strategies to the school situation</li> <li>Assist the Principal in the school self review system</li> <li>Uses self reflection to improve on own performance</li> </ol>	<ol style="list-style-type: none"> <li>Aware of the requirements of NAG 1</li> <li>Curriculum delivery is monitored through planning and review</li> <li>Planning is reflected in effective teaching</li> <li>Current approaches are applied to teaching and learning</li> <li>Professional development is linked to School Operation plan</li> <li>Staff are supported in the development of their teaching and learning programmes</li> <li>Professional development is provided for staff</li> <li>Teams operate as an effective unit</li> <li>Senior Management team work together for the good of the school</li> <li>Staff strengths are utilised</li> <li>Management systems support staff and provide resources.</li> <li>Business and educational systems are incorporated into the school management system, reflecting a broad approach, to meet school needs</li> <li>Review identifies the changing needs of the school</li> <li>Strategic and Operational plans reflect these changes</li> <li>Ongoing review of current practice</li> <li>Professional Development undertaken and incorporated to improve performance</li> </ol>
<p><b>Policy and Programme Management:</b></p> <ol style="list-style-type: none"> <li>Conversant with the legislative and National Education Guidelines. Contributes to the development and implementation of the School's strategic plan.</li> </ol>	<ol style="list-style-type: none"> <li>Familiar with the School Charter procedures and policies</li> <li>School's identified needs are reflected in the strategic plan</li> <li>Progress towards achieving the school's goals is ongoing and reflective</li> </ol>

<ol style="list-style-type: none"> <li>2. Contributes to the development of an annual school operational plan</li> <li>3. Support staff in developing programmes which reflect current approaches to teaching and learning</li> <li>4. Address the cultural and social diversity of students and meet their needs within classroom programmes</li> <li>5. Contributes to the organisation of effective programmes for special needs and abilities</li> <li>6. Assist the Principal to ensure that school policies and programmes reflect and provide equal opportunities for ALL students</li> </ol>	<ol style="list-style-type: none"> <li>4. School current and future needs are formally planned for and reviewed</li> <li>5. Curriculum delivery meets national requirements and school needs</li> <li>6. School assessment procedures and reporting are documented and reviewed regularly</li> <li>7. Staff are supported in developing and delivering challenging programmes</li> <li>8. Monitor the effectiveness of Special Needs and abilities programmes within your syndicate</li> <li>9. Report to the Principal on all issues of concern</li> <li>10. School policies and programmes are reviewed regularly to meet changing needs</li> </ol>
<p><b>Staff Management:</b></p> <ol style="list-style-type: none"> <li>1. Oversee the school's performance management programme for teaching staff</li> <li>2. Assist and lead in the professional development planning</li> <li>3. Assist the Principal to ensure appropriate induction of all new staff</li> <li>4. Encourage a co-operative and supportive environment for staff</li> <li>5. Encourage staff involvement in staff development</li> <li>6. Delegate tasks to teachers, specific to their identified roles</li> <li>7. Provide clear guidelines for delegated responsibilities and monitors their progress in these areas</li> </ol>	<ol style="list-style-type: none"> <li>1. Oversee team leaders to ensure staff are meeting performance standards.</li> <li>2. Appraisal development objectives are met</li> <li>3. Professional development meets the needs of <ul style="list-style-type: none"> <li>- individual teachers</li> <li>- the school</li> </ul> </li> <li>4. New staff are well informed and supported</li> <li>5. Individual efforts are acknowledged</li> <li>6. Regular feedback is given (informal and formal)</li> <li>7. Teaching and learning programme reflect development</li> <li>8. Staff are involved in the decision making process</li> <li>9. Delegated tasks are carried out effectively</li> </ol>
<p><b>Relationship Management:</b></p> <ol style="list-style-type: none"> <li>1. Foster positive relationships with parents</li> <li>2. Inform parents of Behaviour Management programme</li> <li>3. Maintain effective reporting to parents is carried out</li> <li>4. Provide guidance and support for students and parents</li> <li>5. Provide a safe learning environment for students and staff</li> <li>6. Maintain an effective Behaviour Management system is in place</li> <li>7. Maintains effective communication with staff and principal</li> <li>8. Provide information to the Principal and staff on areas of delegated authority</li> </ol>	<ol style="list-style-type: none"> <li>1. Parents are involved in the life of the school</li> <li>2. Parents feel listened to and are in general positive towards teachers professional relationship</li> <li>3. Parents have been made aware of the steps in the behaviour management programme by newsletter and the school information booklet</li> <li>4. Parents are informed of their child's progress in line with the school's reporting policy</li> <li>5. Contact made with outside agencies to support students/ parents</li> <li>6. Parents/students concerns are listened to and acted on</li> <li>7. Issues related to a safe learning environment are addressed</li> <li>8. The Behaviour Management systems is monitored and regularly reviewed</li> <li>9. Staff are consulted and kept informed</li> <li>10. Principal is kept informed on issues as they affect the school's operation</li> <li>11. Meets delegated tasks within constraints</li> </ol>

	12. Principal/staff are consulted on issues
<b>Finance and Management</b> <ol style="list-style-type: none"> <li>1. Operate, with direction from the Principal, an effective budget planning system and work within available resources</li> <li>2. Monitor and report to the principal on the use of finances and assets</li> </ol>	<ol style="list-style-type: none"> <li>1. Team/curriculum needs are met within the set budget</li> <li>2. Budget allocations reflect identified priorities</li> <li>3. Learning and teaching is enhanced by the appropriate use of resources</li> <li>4. Classrooms and other learning spaces are equipped to meet the needs of teaching and learning</li> <li>5. Teaching resources are used effectively</li> </ol>

### **General Responsibilities**

- Curriculum: Develop and implement an engaging and effective curriculum that supports the Annual Plan
- Assessment: Develop and maintain the assessment schedule. Oversee team leaders to ensure staff are recording assessment and meeting deadlines.
- Appraisal:
  - Oversee team leaders and provide support where needed
  - Complete appraisals on all team leaders and SENcO
- Professional Development:
  - Lead professional development opportunities.
  - Coordinate approved Professional Development Programmes and providers

### **Declaration:**

Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>
Appointee:	<i>Signature of the appointee</i>
Date appointed:	<i>Date upon which the appointee has been offered the position</i>