

Deputy Principal Job Description

St Francis Xavier Catholic School

OUR VISION - Uniting through Christ: Te kotahitanga mā Ihu Karaiti
Embracing Mana: Te tauawhi i te mana
Embracing Futures: Te whakaniko i te anamata

SCHOOL MOTTO: To Love, to Learn and to Serve: Kia Aroha, Kia Akona, Kia Aro Atu.

MARY MACKILLOP VALUES:

Make room for all: Whakaritea he waahi mo te katoa

Do Your Bit: Mahia tāu mahi

Listen to God's call: Whakarongo ki te karanga a te Atua

Have an attitude of gratitude: Kia whai he whanonga whakawhetai

Never see a need without doing something about it: Kaua rawa e kite i te hiahia me te kore e awhi atu

MISSION STATEMENT: Inspired by the Gospel Values, St Francis Xavier Catholic School encourages us all to have a passion for learning and serving.

Your role as Deputy Principal here at St Francis Xavier

Our school is seeking a dedicated Deputy Principal to help lead our vision of being a cutting-edge, first-choice Catholic primary school. As a key educational leader, you will drive individual student achievement, nurture a supportive staff culture, and integrate our Catholic character across all learning areas.

What You Will Lead and Action:

- Catholic Character & Culture: Embed Gospel values across the school, cultivate strong Parish links, and preserve our unique local Catholic history.
- Pedagogical Leadership: Foster a modern learning environment that leverages IT, embraces educational developments, and tailors learning to each child's unique needs.
- Cultural Responsiveness & Equity: Partner actively with whānau to accelerate Māori student success and celebrate cultural diversity within our school.
- Community Alignment: Maintain strong learning partnerships with parents, local networks, our Diocese, and Pompallier Catholic College.
- Staff Wellbeing & Growth: Ensure our teaching team feels resourced, supported, and valued every day.

St Francis Xavier

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Responsible to: BOT and Principal

Units: Negotiable

Areas of Individual Responsibility

Leadership	To be negotiated, based on strengths and abilities.	Management	To be negotiated, based on strengths and abilities.
Dimension	Standard:	Specific Tasks	

Framework of Professional Standards for Deputy Principals

Professional Leadership	• Demonstrates a thorough understanding of current approaches to effective teaching and learning. • Provides professional leadership to staff 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.	Along with other Senior Leaders • Leads the curriculum across the school and modern learning practices. • Keeps up to date with NZ Curriculum changes and oversees our school's local curriculum response to curriculum changes. • Oversees professional learning through a professional growth cycle process, aligned to the NZ Teacher Council Criteria. • Encourages colleagues to explore and organise professional development on theories of how students learn and know why they are implementing particular pedagogical approaches. • Collects student voice to establish the effectiveness of learning programmes and to connect learning programmes to areas of student interest and relevance.
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Dimension	Standard:	Specific Tasks
	• Understands, and applies where appropriate, current practices for effective leadership from both within and beyond education. • Supports the principal in the leadership and management of the school and deputises when required. • Identifies and acts on opportunities for improving teaching and learning. • Reflects on own performance assessment and demonstrates a commitment to own ongoing learning in order to improve performance.	Along with other Senior Leaders: • Develops school climate and pastoral care on a day-to-day basis. • Supports and promotes the wrap-around of care of students. • Ensures and supports positive, mutually respectful professional relationships throughout the school for all community members. This includes restorative practices. • Promptly deals with complaints and issues at all levels in alignment with the complaints procedure (students, teachers and BOT). • Communicates effectively within and across schools and with the community. • Communicates, supports and upholds St Francis Xavier's vision, direction and values. • Leads the implementation of high-quality professional learning and development school-wide. • Facilitates the effective implementation of teacher pedagogy development • Actively supports, strengthens and develops leaders throughout the school primarily through a mentoring approach. • Is a role model for staff on professional behaviour and teaching practice. • Keeps up to date with current leadership and professional practices; brings ideas from research and practice to staff. • Actively supports the Principal and the Senior Leadership Team. • Implements high-quality systems and processes necessary for efficient management of the school. • Monitors school-wide student achievement against the annual goals and targets. • Assists with standardised assessment implementation and procedures. • Revises and responds to the development of school-wide assessment and reporting systems. • Collates, analyses and presents assessment data in partnership with the Principal, Team Leaders, and Teachers.

Dimension	Standard:	Specific Tasks
Policy and programme management	• Initiates, plans and manages in association with the principal, and other staff, policies and programmes which meet national requirements, are consistent with the school's charter and strategic planning, and which reflect the school's commitment to effective teaching and learning. • 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 responsibility.	Along with other Senior Leaders: • Understands the relevant policies related own portfolios and ensures the seamless delivery of the policies and procedures in the school. • Ensures that the guidelines provided comply with national guidelines and are consistent with our Charter/Strategic/Annual Plans. Along with other Senior Leaders: • Ensures that planning and programmes at St Francis Xavier enable and foster excellence and that they cater for the needs of all students. • Monitors attendance data across the school, scrutinises this data with a focus on equity, diversity and inclusiveness. Report to BOT when needed. • Works with the Board of Trustees to develop school policy and programmes that ensure that these are in line with the School Charter and Vision and that they meet the needs of all children. • Champions our Catholic Character and supports the integration of To Tātou Whakapono. • Champions our cultural heritage and is committed to a bicultural partnership with local Māori Whenua. • We recognise diversity as a strength.

Dimension	Standard:	Specific Tasks
Staff management/leadership	• Participates in the school's performance management systems and makes recommendations to the principal on appropriate professional development opportunities for staff. • Devolves responsibilities and delegates tasks when appropriate.	Along with other Senior Leaders: • Supports growth and development of staff in designated teams/individuals. • Maintains effective communication systems. • Actively listens to and seeks the views of staff.
Relationship management	• Fosters relationships between the school, Pompallier College and the community. • Communicates effectively both orally and in writing to a range of audiences. • Provides information to the principal on areas of delegated 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.	Along with other Senior Leaders: • Works regularly with staff: Pastoral Care to ensure the learning, emotional and social needs of students are being met by systems and processes in the school and to communicate with SLT when issues or concerns arise. • Promotes a collaborative approach to both teaching and learning and focuses staff learning and development in this area. • Meets regularly with team leaders to ensure positive relationships are maintained through collaborative phases of learning. • Oversees staff professional learning on positive working relationships. • Monitors interaction between staff/students, staff/staff and student/student to ensure similarities and differences are celebrated and communicates with SLT when issues or concerns arise.

Dimension	Standard:	Specific Tasks
Financial, asset and day-to-day management	Effectively and efficiently uses available financial resources and assets, within delegated areas of authority, to support improved learning outcomes for students.	• Provide assistance to the Principal and works with the Executive Officer in the development of the Annual Budget. • Oversee effective and efficient use of financial resources and assets within delegated areas of authority.