



Deputy Principal – Years 9–13

Reports to: Principal

Leadership Responsibility: Senior School (Years 9–13)

Location: Murupara Area School

Position Purpose

The Deputy Principal – Years 9–13 provides strategic and operational leadership for the senior school, ensuring excellence in teaching, learning, student wellbeing, and achievement. The role leads curriculum delivery, assessment, NZQA compliance, academic tracking, vocational pathways, and the day-to-day operation of Years 9–13.

Working collaboratively with the principal and leadership team, the Deputy Principal develops systems that promote high expectations, equitable outcomes, culturally responsive practice, and successful pathways beyond school.

Key Responsibilities

Area of Responsibility	Key Responsibilities	Measures of Success
Senior School Leadership	• Lead the effective operation of Years 9–13. • Provide professional leadership to Curriculum Leaders and Kaiako. • Foster a positive, inclusive and culturally responsive senior school culture. • Promote high expectations for behaviour, attendance and achievement. • Lead continuous improvement across the senior school. • Support the Senior Leaders as they lead their own portfolios.	• Senior school operates efficiently. • Positive culture is evident. • High levels of student engagement and achievement. • Staff work collaboratively toward shared goals.
Curriculum Leadership	• Lead curriculum implementation for Years 9–13. • Ensure programmes meet the needs of all learners. • Support curriculum review and innovation. • Promote evidence-based teaching practice. • Lead professional learning where appropriate.	• Curriculum aligns with school priorities. • Teaching is high quality and culturally responsive. • Continuous curriculum improvement is evident.



Area of Responsibility	Key Responsibilities	Measures of Success
NZQA & NCEA Leadership	• Lead all aspects of NCEA implementation. • Ensure compliance with NZQA requirements. • Oversee assessment, moderation and reporting systems. • Monitor assessment schedules and deadlines. • Support staff in assessment best practice. • Coordinate external moderation and NZQA reviews.	• Full NZQA compliance maintained. • Moderation systems operate effectively. • Assessment processes are accurate and robust. • Improved NCEA participation and achievement.
Principal's Nominee	• Perform all duties of the NZQA Principal's Nominee. • Liaise with NZQA. • Manage secure assessment systems. • Oversee derived grades, Special Assessment Conditions (SAC), authenticity and appeals. • Provide guidance to staff, students and whānau.	• NZQA requirements consistently met. • Assessment processes are transparent and secure. • Effective communication with NZQA and the school community.
Academic Achievement & Tracking	• Monitor student achievement, credits and endorsements. • Identify learners requiring additional support. • Coordinate interventions and mentoring. • Analyse achievement data to inform planning and report this to stakeholders. • Work collaboratively with whānau and external agencies.	• Student data is accurate and regularly reviewed. • Early intervention improves learner outcomes. • Increased retention, engagement and achievement.
Reporting & Communication	• Oversee reporting for Years 9–13. • Coordinate student-led conferences and parent interviews. • Communicate academic progress and pathways. • Prepare achievement reports for the Principal and Board.	• Reporting is timely, accurate and meaningful. • Whānau are well informed. • Students understand their progress and next steps.



Area of Responsibility	Key Responsibilities	Measures of Success
Timetabling	• Develop and maintain the senior school timetable. • Coordinate staffing allocations. • Manage option selection and course structures. • Review timetable effectiveness.	• Timetable supports quality learning. • Resources are allocated effectively. • Students access broad curriculum opportunities.
Vocational Pathways	• Lead career education and pathway planning. • Develop partnerships with employers, tertiary providers and community organisations. • Monitor vocational participation and achievement. • Support successful transitions beyond school.	• Strong community partnerships established. • Students access meaningful pathways. • Successful transitions to employment, training and tertiary education.
Daily Operations	• Coordinate daily relief staffing for Years 9–13. • Ensure continuity of learning during staff absences. • Communicate daily operational changes. • Support efficient day-to-day management of the senior school.	• Relief systems operate effectively. • Minimal disruption to learning. • Daily operations run smoothly.

Student Wellbeing and Behaviour Leadership

The Deputy Principal provides leadership for complex student behaviour, ensuring responses are restorative, culturally responsive, and aligned with school values while maintaining a safe learning environment.

Leadership Responsibility	Key Responsibilities	Measures of Success
Tier 3 Behaviour Support (Intensive / Red Level)	• Lead the school's response to serious behavioural incidents. • Coordinate immediate removal where safety is compromised. • Ensure comprehensive documentation in KAMAR.	• Student and staff safety is maintained. • Behaviour management processes are fair, consistent and legally compliant. • KAMAR records are complete



Leadership Responsibility

Key Responsibilities

- Review behavioural history and determine appropriate interventions.
- Facilitate restorative meetings with students and whānau.
- Coordinate external agency involvement where appropriate.
- Develop reintegration plans and monitor progress.
- Provide targeted behavioural coaching that promotes positive decision-making and the school's Uara (values).

Measures of Success

- and accurate.
- Restorative processes strengthen relationships.
 - Individual behaviour plans support successful reintegration.
 - Appropriate external supports are engaged when required.

Leadership Expectations

The Deputy Principal will:

- Model the school's vision, values and professional expectations.
- Lead with integrity, collaboration and a commitment to continuous improvement.
- Uphold Te Tiriti o Waitangi and promote culturally responsive leadership and practice.
- Build strong partnerships with students, whānau, iwi and the wider community.
- Use evidence and data to inform decision making.
- Foster inclusive learning environments where every learner can succeed.
- Maintain confidentiality, professionalism and high ethical standards.
- Contribute actively to the strategic leadership and continuous improvement of the school.

Declaration

Principal:	
Date approved:	
To be reviewed:	
DP:	
Date appointed:	