

HUTT VALLEY HIGH SCHOOL

Te Kura Tuarua o Te Awakairangi



POSITION DESCRIPTION

JOB TITLE: Deputy Principal

RESPONSIBLE TO: Principal and the Senior Leadership Team.

TEACHING: The Deputy Principal - position has a two class teaching load.

ALLOWANCES: The position has a maximum allowance of 6MU.

PRIMARY OBJECTIVES:

Members of the senior leadership team are encouraged to work in partnership to:

- communicate and articulate the schools’ vision, mission and values and support initiatives to promote them.
- provide professional leadership to promote effective teaching and learning.
- provide professional leadership to promote academic and pastoral care.
- provide professional leadership in culturally responsive pedagogies and practices.
- actively support the principal and senior leadership team.

Area of individual responsibility	Key focus areas
<p>Professional Leadership</p>	<ul style="list-style-type: none"> ● Demonstrates an ongoing commitment to a knowledge of national and international curriculum thought, professional practices; offers leadership in this area within the school by sharing research and practice with staff. ● Make a constructive contribution to the work of the senior leadership team (SLT). Carries out day-to-day management tasks and responsibilities which ensure the effective operation of the school, as delegated by the Principal.

	<ul style="list-style-type: none"> ● Identifies and acts on opportunities for improving teaching and learning ● Provides professional leadership to staff within the delegated areas of responsibility. Leads high-quality professional learning and development school-wide. ● Models a commitment to ongoing professional development to staff and the school's professional growth cycle. ● Demonstrate a high level of awareness of educational developments and changes. ● Understands and applies current practices of effective leadership. Actively supports, strengthens and develops leaders throughout the school - both staff and students. ● Make a contribution to the extra-curricular life of the school. ● Reflects on own performance and demonstrates a commitment to own ongoing learning in order to improve performance.
<p>Strategic thinking- planning and programmes</p>	<ul style="list-style-type: none"> ● Works with SLT to initiate, plan, manage programmes and teams of people to support the implementation of the school's charter, strategic and annual planning. ● Works to ensure the school culture and climate is positive through the delivery of school-wide programmes and systems. ● Works to ensure the school values are seen as touchstones in all we do. <ul style="list-style-type: none"> ○ In particular: <ul style="list-style-type: none"> ■ that we are truly welcoming and celebrate culture, difference and each individual through championing our cultural heritage and showing a commitment to our bicultural partnership with Māori and Te Atiawa our mana whenua. We recognise diversity as a strength. An inclusive learning community is kind and welcoming. ■ that we are kind - respectful, restorative and we look after each other. All planning and programmes enable and foster excellence across a wide sphere of activities and cater for the needs of all students. ● Monitors school-wide student achievement against the annual goals. ● Collates, analyses and presents data in partnership with the senior leadership team. ● Assists with implementation of assessment procedures, the refreshed New Zealand Curriculum and NCEA changes.

<p>Staff relationships</p>	<p>Staff wellbeing is paramount - a healthy and happy staff are able to focus on their important role of teaching and learning.</p> <ul style="list-style-type: none"> ● Promote a continuous culture of learning for staff. ● Actively listen to and seek the views of staff. ● Meet regularly with the Heads of Learning Area to ensure positive relationships are maintained within the school. ● Promote a collaborative approach to teaching and learning. ● Assist in leading the school's professional growth cycle. ● Communicate information and ideas effectively to staff. ● Facilitate restorative practices conferences as required. ● Contribute positively to restorative practices professional development.
<p>Student relationships</p>	<p>Student wellbeing is paramount to a successful school experience. Assist staff, whānau, parents and caregivers to support students.</p> <ul style="list-style-type: none"> ● Foster positive relationships between students and students, staff and students, students and the wider community. Ensure that relationships and interactions are focused on learner and reflect a restorative approach. ● Communicate effectively within, across the school and with the community. ● Work collaboratively with Deans, Mentor teachers and Guidance staff to ensure learning, emotional and social needs of students are met by systems and processes in the school. ● Support and promote the wrap around of care of students involving guidance, learning support careers and transition support, and external agencies. ● Work regularly with Deans to assist with student management. ● Deal in a timely and appropriate manner, with concerns raised by students, staff, parents and the wider community. ● Lead restorative practices and work to develop warm, safe, demanding relationships throughout the school. ● Contribute positively to restorative practices professional development. ● Maintain a high profile around the school.

Specific responsibilities 2022	<p>Job A</p> <ul style="list-style-type: none">● Support and develop leadership capacity of the 10 year level deans.● Help SLT to lead the Māori Achievement Plan and associated goals. Oversee the Puwāha Team.● Oversee Yr 9 enrolment and transition including contributing school visits.● Oversee the school's house/taumata programme with year level deans.● Oversee the school-wide student leadership development with year level deans. <p>Job B</p> <ul style="list-style-type: none">● Co-lead the school's curriculum and pedagogical development and direction.● Oversee the Pasifika achievement plan.● Oversee the school-wide Mentor programme..● Oversee the school's Gifted and Talented programme, including communication and development.● Oversee course selection processes including liaising with Heads of Learning Areas.
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