



Maori Hill School

Active achievers, loving learning

9 Passmore Crescent
Dunedin, New Zealand
Phone (03) 4640184
Fax (03) 4640180
email: office@maorihill.school.nz
www.maorihill.school.nz

Kia ora

Thank you for your interest in the Deputy Principal position at Māori Hill School.

We are seeking a dynamic, relational and enthusiastic educational leader to join our team as Deputy Principal from Term 1, 2027.

We are a Year 0–6 primary school situated in north-west Dunedin, serving a diverse and highly supportive community. We focus on teaching and learning that encourages our students to be active achievers, with positive attitudes, confidence and a love of learning.

This is an exciting opportunity for an experienced leader to work alongside the Principal, leadership team and staff to help shape the next chapter of our school's journey. The Deputy Principal will champion equitable practice, student-centred learning and consistent, high-quality teaching across the school.

This is a permanent position carrying three permanent Management Units, with the potential for an additional fixed-term unit depending on the successful applicant's experience and skills.

The role will include a teaching component, which may be classroom release (CRT), leadership release or specialist teaching, depending on the successful applicant's experience and interests. The teaching component will be no more than 0.4 FTTE (two days per week) and could be in any age group.

Key areas of responsibility

The Deputy Principal will contribute to:

- the overall leadership and strategic direction of the school
- promoting our vision of “**Active Achievers, Loving Learning**”
- providing professional leadership that enhances teaching and learning and promotes consistency of pedagogy and assessment practices across the school
- sustaining and strengthening culturally responsive practices
- supporting whānau and community engagement in learning
- supporting the ongoing implementation and effective use of our student management system.

The successful applicant

We are seeking an inspirational leader with:

- strong interpersonal skills and the ability to foster positive relationships.
- a strong commitment to equity, excellence and student wellbeing.
- proven leadership experience within a school setting.
- a deep understanding of effective pedagogy, curriculum and assessment.
- cultural responsiveness and a genuine commitment to working in partnership with whānau, iwi and our community.
- a collaborative and future-focused approach to leading change.
- Strong organisational skills to support the smooth running of the school.

How to apply

Please submit a covering letter, curriculum vitae and the names and contact details of three referees to **vacancies@maorihill.school.nz**

Your covering letter should outline your leadership experience, your approach to teaching and learning, and how your skills and values align with the needs and aspirations of Māori Hill School.

If you would like to visit the school or have any questions about the position, please contact:

Rachel Peters

Principal, Māori Hill School

principal@maorihill.school.nz

Timeline for appointment

Deputy Principal Role Māori Hill School

Application close	12pm Friday, 30th October 2026
Shortlisted candidates to be notified by	Friday, 6th November
Interviews week commencing	9th November
All candidates notified by	16th November

Job Description

Deputy Principal Role Māori Hill School

Please note the job description may vary depending on the individual skills and strengths of the candidate appointed. Any changes would be in agreement with the successful candidate.

Role: Deputy Principal 3 permanent Management Units with up to 0.4 teaching responsibility (dependent on school needs and roll)

Responsible to: The Principal

Responsible for: Students and Staff

Primary Objectives:

- **Culture:** Provide professional leadership that focuses the school culture on enhancing teaching and learning
- **Pedagogy:** Create a learning environment in which there is an expectation that all students will experience success in learning
- **Systems:** Develop and use management systems to support and enhance student learning
- **Partnerships:** Strengthen communication and relationships with all 'stakeholders' to enhance student learning

Primary Functions:

- To support the Principal in the leadership and management of the school and deputise when required
- To provide professional leadership that enhances teaching and learning

- To be culturally responsive and inclusive
- To uphold and promote our vision of 'Active Achievers, Loving learning'

This job description will be read in conjunction with the Teaching Council of Aotearoa's Code and Standards

Key Task	Expected Results
Senior Management	• deputising for the Principal as/when required • providing leadership support for strategic direction of the school and goals • providing leadership support to oversee successful day to day management of the school • to provide Management/ CRT/ Relieving release as required • undertaking appraisals as part of management team and within areas of responsibility • overseeing communication with parents regarding school activities, trips, visits, etc • collaborate with the leadership team to implement the new curriculum refresh • consulting with the principal and other team leaders regarding budgets for the following year • providing the BOT with curriculum reports, as appropriate • providing leadership to colleagues • providing support with behaviour management and learning support within the school • contributing to the leadership team, promoting the interests and image of the school • participate in the promotion of school events and promotions • oversee the current Attendance and Engagement Programme • assist PB4L leadership team and provide support as required to establish and integrate programmes
Curriculum and Achievement including responsibility for Specialist Teachers (Writing, Maths, Science, ESOL, Music and Maori)	• providing leadership in school curriculum PBL programmes and assessment • support and lead MHS engagement in Hills Cluster PBL • undertake leadership of Structured Literacy and maths programmes, coordinating PLD training, workshops, observations and reviews • collaborating on curriculum content, assessment and reporting in relation to the school annual plan and annual targets • work as part of a team to establish a cultural narrative for MHS • review the school values and LEADERS profile

	• co-ordinating school planning based on school overviews and Learning Map • coordinate and/or lead PD at staff meetings • support teachers in trying new ideas • updating and monitoring school Learning Map collating each teams planning and coverage and providing assistance if required • monitoring curriculum coverage, for each team class, providing assistance if required • work with the Principal to document and integrate planning across the school • monitoring effectiveness of teachers planning, providing feedback if required • coordinating with the Lead teacher school wide assessment and scheduled assessment testing • liaise with the Lead Teacher around external examinations • provide additional teaching support for groups as required (extension/remedial) • coordinate assessment data management and analysis and complete reporting requirements • support assessment lead teacher with ensuring we are meeting the MoE requirements • ensure the revised curriculums are delivered in a cohesive way, supporting our school vision and cultural responsiveness • induct new staff in our Learning Map and MHS way • assist in or undertake the scheduling and coordination of planning days • survey community as required • tracking school wide children's progress and achievement by; • reviewing regular progress and achievement team meetings notes/reports • monitoring targeted learners and reviewing termly data • observations of and regular discussions with Specialist Teachers • completing data analysis and reporting including targets • assessment data management, analysis and reporting • coordinating Specialist Teachers timetables and reviewing needs termly • provide feedback and reporting against school targets • assist with school policy and programme reviews as required
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Student Support programmes	• coordinate identification of students with needs (remedial or extension) and liaise with team leaders, Orr's Specialist Teacher or Principal around appropriate programmes of support • maintain school log of students with requests for support - dates, interventions, needs, programmes etc. • provide assistance for class teachers with programming for students with needs, including suggestions of resources, equipment, programmes, assessment, monitoring etc. • coordinate with the Principal on Specialist Teachers programmes and schedules • liaise with Management Team about children within the school and undertake regular meetings and reviews of support programmes • liaise with RTLB around identified children, support programmes and Teacher Aide timings/timetables • coordinate Teacher Aide timetables with ORR's Specialist Teacher and/or Principal • maintain minutes of meetings held • attend IEP's for children with significant needs or with teacher aide time - record minutes and goals • provide resources for supporting students as/when required • provide report to the BoT on specialist student support programmes
EOTC	• providing leadership in school EOTC programmes • review documentation and oversee any changes to legislation or MoE guidelines and updates relating to EOTC • collaborate with and support staff and team on EOTC activities and events • monitoring of MoE EOTC guidelines, policies and updates • Coordinate and undertake school doc policy reviews with EOTC
Organisation and Administration Including CRT, timetables, events, calendar management, trips, shows and visits etc.	• organise relievers for all staff - sickness, leave, PD, release etc. • keep calendar updated and daily notices with staff leave/absence • ensure relievers folders are kept up to date • coordinate school timetables- CRT, Duty, Road Patrol. Library, Learning Centre • liaise with Lead Teachers of the Arts, Sports, Hills Cluster on events and activities booked at MHS • ensure all school events are entered on the school calendar (monitor and track) • ensure all school documentation is up to date e.g. Etap data is loaded by due dates, reporting is completed etc.

	• welcome college students and share school expectations. • liaise with teacher training institutions, student and associate teachers • monitoring budget allocations for areas of responsibility • including curriculum items of interest in the fortnightly school newsletter • undertake coordination of school events • liaise with local Intermediate schools • undertake appraisals as part of DP role • provide pastoral care for identified children • coordinate senior students responsibilities : • House Groups • Councillors • Road Patrol
Pastoral Care - staff wellbeing and hauora	support colleagues by; • providing a positive and supportive environment to work in • monitoring and supporting staff wellbeing, liaising with the Principal around this • giving constructive feedback as appropriate • providing specialist advice and guidance when required • undertaking staff appraisals within teams and specialist roles • organising staff hauora activities • supporting teachers and team leaders with behaviour management • Model PB4L • identifying ways to use and develop the strengths of teachers in team activities e.g. Music, Science, Arts, EOTC • maintaining relational trust • Undertake wellbeing survey (students and staff) annually
ICT and Digital Technology	• liaise and manage schoolwide ICT infrastructure and digital resources • provide online/in person leadership and support for digital planning, assessments and evaluation • ensure we are providing innovative practice across the school

Parent Tutors	• Undertake the organisation and running of parent support programmes (Reading, Maths) • Develop and coordinate new parent support programmes in line with school needs (e.g. spelling/phonics) • Liaise with Management Team around children selected for targeted programmes • Liaise with and monitor parent groups helping at school • Support achievement through providing regular termly updates on progress of children, data collation and analysis and provide feedback to Management Team/BoT on success/progress of children on parent support programmes • Support Parent info sessions/training or newsletter articles on “tips n tricks to support learners” (as/if required)
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