

## Deputy Principal Job Description

| Domain                         | Standard   | Specific Tasks   | Checklist |
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| <b>Professional Leadership</b> | <ul style="list-style-type: none"> <li>• Demonstrates a thorough understanding of current approaches to effective teaching and learning</li> <li>• Provides professional leadership to staff within the delegated areas of responsibility</li> <li>• Support the Principal and makes constructive contributions to the work of the senior management team in a manner which supports effective school organisation and improved learning outcomes for students</li> <li>• Understands, and applies where appropriate, current practices for effective management from both within and beyond education</li> <li>• Supports the principal in the leadership and management of the school and deputises when required</li> <li>• Identifies and acts on opportunities for improving teaching and learning</li> <li>• Reflects on own performance assessment and demonstrates a commitment to own on-going learning in order to improve performance.</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Literacy/ Mathematics Other curriculum area overview</b> <ul style="list-style-type: none"> <li>- Responsible for Literacy/Mathematics overviews throughout the school</li> <li>- Ensures that teaching programmes are effective</li> <li>- Supports teachers through targeted PD, observations and specific feedback</li> <li>- Ensures that resources are purchased, targeted, effectively used and cared for</li> <li>- Has an overview of Literacy/ Numeracy Curriculum</li> <li>- Can lead curriculum design</li> <li>- Demonstrates a culturally responsive, relational pedagogy</li> </ul> </li> <li>• <b>Assessment</b> <ul style="list-style-type: none"> <li>- Monitors student achievement against Curriculum expectations and Annual Goals</li> <li>- Data literate – can analyse, interpret, and use data to lift student achievement</li> <li>- Ensures on-going assessment data and documentation is up-dated to provide for the collection and reporting of school wide assessment information</li> <li>- Leads Senior Staff in the compilation of school wide tests and reporting systems</li> <li>- Collates, Analyses and Presents achievement data in partnership with the Principal and Leadership team</li> <li>- Support staff knowledge and use of SMS</li> </ul> </li> <li>• <b>Professional Leader</b> <ul style="list-style-type: none"> <li>- Lead, drive and oversee professional leadership. This includes self-review at Sacred Heart Cathedral School. Implement the cycle of self-review so the school is consistently reflecting on how we can do things better. Oversee these evidence folders</li> </ul> </li> </ul> |           |

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|   |   | <ul style="list-style-type: none"> <li>- Leads and assists staff to improve their skills in teaching and learning approaches</li> <li>- Commitment to enacting the principles of Te Tiriti o Waitangi</li> <li>- Is a role model for staff on professional behaviour and teaching practice</li> <li>- Keeps up to date with current management and professional practices</li> <li>- Brings ideas from research and practice to staff</li> <li>- Oversees external interventions like ICAS, Wearable Arts, Epro8,</li> <li>• <b>Tone and Discipline (Supporting the Principal)</b></li> <li>- Ensure students interact positively with staff, fellow students and comply with school expectations of behaviour including cyber</li> <li>- With staff lead review with the Principal, of behaviour management systems and expectations of student behaviour.</li> <li>- Through consultation and discussion trial any changes to the systems already in place</li> <li>- Maintain a high profile</li> <li>- Promptly deals with complaints and issues</li> </ul>   |  |
| <p><b>Policy &amp; Programme Management</b></p> | <ul style="list-style-type: none"> <li>• 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</li> <li>• 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.</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Responsible for Planning and Assessment.</b></li> <li>- Provides guidelines for Teacher Planning and Assessment in partnership with Team Leaders, specifying: <ul style="list-style-type: none"> <li>- Format/structure - quality/depth of information</li> <li>- Timetable/deadlines</li> </ul> </li> <li>- Ensures that the guidelines provided comply with national guidelines and are consistent with Curriculum expectations/Charter/Strategic/Annual Plan</li> <li>- Works in partnership with Leadership Team to ensure that children’s progress is monitored and tracked. There is a focus on the achievement of our Māori and Pasifika and identified school wide target students</li> <li>- Ensures that programmes at Sacred Heart Cathedral School enable and foster excellence and that they cater for the needs of all students</li> <li>• <b>Works with Principal and BOT to develop school policy and programmes.</b></li> <li>- Ensure that these are in line with the School Charter and Vision and that they meet the needs of ALL children</li> </ul> |  |

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| <p><b>Staff Management</b></p>        | <ul style="list-style-type: none"> <li>• Participates in the school's performance management systems and makes recommendations to the principal on appropriate professional development opportunities for staff</li> <li>• Motivates and encourages staff to improve the quality of teaching and learning</li> <li>• Devolves responsibilities and delegates tasks when appropriate</li> </ul>  | <p><b>Specifically supervises and supports Junior /Senior Syndicate,</b><br/>Responsible for:</p> <ul style="list-style-type: none"> <li>- overseeing assessment</li> <li>- completing annual Teacher Appraisal</li> <li>- support of other unit holders within the syndicate</li> <li>- informal and formal observations of teachers</li> </ul> <p><b>• School Wide Communication</b></p> <ul style="list-style-type: none"> <li>- Work with Principal to maintain effective communication systems</li> <li>- Actively listens to and seeks the views of staff</li> </ul>   |  |
| <p><b>Relationship Management</b></p> | <ul style="list-style-type: none"> <li>• Fosters relationships between the school and the community</li> <li>• Communicates effectively both orally and in writing to a range of audiences</li> <li>• 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</li> <li>• 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</li> <li>• Establishes and maintains good communication processes with staff, and between staff and members of the senior management team</li> </ul> | <ul style="list-style-type: none"> <li>• Promotes programmes in action at Sacred Heart Cathedral School through dealings with parents, community and professional groups, newspapers.</li> <li>• Promotes and provides opportunities for community involvement in the life of the school</li> <li>• Monitors interaction between staff/staff and staff/students keeping the principal informed about issues that arise i.e. concerns/points for development.</li> <li>• Meets regularly with the Principal</li> <li>• Support and lead within the Leadership Team</li> <li>• Reports regularly to the Principal, Board on assessment, student achievement, curriculum responsibilities,</li> </ul> |  |
| <p><b>Catholic Character</b></p>      | <p>Promoting the Catholic Character of the School</p>   | <ul style="list-style-type: none"> <li>• With the Principal support DRS to ensure the Catholic Religious Education programme is being fully implemented and the commitment to prescribed time allocations are being adhered to.</li> <li>• Prayer and class liturgies are planned</li> <li>• Actively promotes and models Sacred Heart Cathedral School values</li> </ul>  |  |

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|  |  | <ul style="list-style-type: none"><li>• Support School wide Special Character events</li><li>• Proactively integrate RE curriculum into all planning</li></ul> |  |
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