

**WESTLAKE GIRLS HIGH SCHOOL  
DEPUTY PRINCIPAL  
Permanent Position 7PMUs**

<b>Position title:</b>	Deputy Principal
<b>Location:</b>	Westlake Girls High School, Takapuna, Auckland
<b>Reports to:</b>	Principal / Associate Principal Westlake Girls High School
<b>Reports:</b>	HOD's, Deans and other staff as agreed
<b>Key Stakeholders:</b>	Principal and SLT, WGHS Staff, WGHS Students, Community of Learning, Parent and local community.
<b>Appraisal and professional development:</b>	<ul style="list-style-type: none"> <li>• Participates in the school's appraisal and professional development programme.</li> </ul>
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>• To assist the Principal in the running of the school, to ensure full compliance with all relevant statutes and regulations</li> <li>• To contribute to the Senior Leadership team and strategic direction of the school to best meet the needs of students</li> </ul>
<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>• Providing professional and instructional leadership for staff</li> <li>• Implementing the School's Charter and policy objectives</li> <li>• Meeting student achievement objectives in accordance with targets</li> <li>• Promoting and maintaining the school spirit and special character</li> <li>• Monitoring and reviewing policy and strategic issues</li> <li>• Ensuring the delivery of a balanced curriculum, in line with the New Zealand Curriculum and to maintain appropriate programmes of assessment and reporting of student progress</li> <li>• Managing school staff effectively and staffing the school appropriately</li> <li>• Developing and maintaining effective relationships and communications within the school and its community and with appropriate agencies</li> <li>• Effectively and efficiently managing the school's administrative systems and its resources</li> <li>• Ensuring the safety of staff and students</li> <li>• Specific portfolio areas as directed by the Principal</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• A comprehensive understanding of the high school environment and needs of staff and students</li> <li>• A proven ability to be able to lead a team of people to successfully achieve organisational objectives</li> <li>• A proven record of working effectively with teams responsible for people, teaching and learning</li> </ul>

