



CAMPION COLLEGE

4 February 2020

Dear Applicant

Thank you for your interest in the Deputy Principal position offered at Campion College. Enclosed is the following:

- Timeline for Appointment
- Job Description for the Deputy Principal
- Senior Leadership Team Portfolio overview-2020
- Summary of Application for appointment
- Referee's Report
- S65 Form – Tagged position
- The Character of a Catholic School

To apply for the position please forward your C.V. along with:

- The Summary of Application for Appointment – Completed & signed
- Ensure at least two referees reports are sent.
- S65 Form – Tagged position – Completed & signed
- The Character of a Catholic School - Signed
- S65 referees will be contacted directly by the College.

Thank you for your interest in the position and I look forward to receiving your application.

If you would like any further information please contact me at the College.

Yours sincerely

A handwritten signature in black ink, appearing to read 'P. McGuinness', written in a cursive style.

Paul McGuinness
PRINCIPAL

Timeline for Appointment – Deputy Principal 2020

Tuesday 4 February, 2020	Advertised in Education Gazette – online
Monday 17 February, 2020	Advertised in Education Gazette – printed
Monday 2 March, 2020 – 4.00pm	Applications close
Monday 3 March, 2020 – 4.00pm	Referees reports due (same day as applications)
Tuesday 4 March – Fri 7 March, 2020	Applicants invited to interviews
Tuesday 4 March – Fri 7 March, 2020	Referees contacted (in addition to written reports)

Successful and unsuccessful applicants will be contacted as soon as possible resulting from the above timeline.

Tuesday 28 April, 2020	Position commences
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CAMPION COLLEGE



JOB DESCRIPTION

DEPUTY PRINCIPAL

MISSION STATEMENT

He kura Katorika a Kapiana
e kaha ana ki te manaaki
me te whakapakari te
tangata I roto I te matauranga
e pa ana ki nga mahi Katorika.

Campion College is a Christ-centred community
committed to offering and encouraging the
education and development of the total person
within a Catholic environment

Position Title:	Deputy Principal
Responsible to:	Principal of Campion College
Directly Supervising:	Staff through his/her areas of delegation
Status:	6 permanent management units 1 or 2 permanent senior management allowances

Salary: As per the Secondary Teachers' Collective Employment Contract

Main purpose of the Position: The Deputy Principal will provide leadership within his/her delegated authority to ensure high quality Catholic education within Campion College.

The Deputy Principal will be a member of the Senior Leadership Team (SLT).

The areas of responsibility for the members of the SLT are negotiated annually to align the strengths, interests and professional learning of the SLT with the needs and strategic direction of Campion College.

Key Areas of Responsibility:

- To provide professional and instructional leadership for staff and students.
- To administer and manage the College and its resources within his/her portfolio areas.
- To work collaboratively with the Senior Leadership Team to achieve the goals of the College as determined by the Board of Trustees and/or Principal.
- To comply with relevant statutes and regulations and ensure liaison with relevant agencies within his/her delegated area(s).
- To assist the Principal in the promotion of the College.
- To maintain and develop personal professional skills.
- To maintain professional conduct and presentation as an example to other staff.
- To assist in the development, implementation and review of the College.
- To liaise and consult with groups in the community in promoting the College.
- To develop a rapport with students, parents and the community.
- To deputise for the Principal as required.

Key Tasks: Portfolios

The Senior Leadership Team (SLT) operates under a portfolio structure. Each member of the SLT takes responsibility for one or more portfolio areas. The current portfolio structure is attached. The portfolio structure is reviewed annually by the SLT and is designed with flexibility to cater for individual strengths of team members. In accepting the position of Deputy Principal, the successful applicant recognizes and accepts the fluid nature of the tasks being asked to undertake as part of the portfolio structure and as determined by the SLT/Principal to meet the goals of the College.

Tagged Position

This position is a tagged position as defined under Section 65 of the Private Schools Conditional Integration Act 1975. As such a willingness and ability to take part in religious instruction appropriate to the College shall be a condition of appointment.

Personal Qualities:

The successful applicant must have:

- A proven ability to provide leadership that is supportive of our Catholic ethos within an innovative learning environment.
- A proven ability to make a positive impact on the learning of all students.
- A proven ability and willingness to introduce and manage educational change.
- A proven ability to help maintain an orderly and safe College environment.
- A proven record of innovation and an ongoing proactive approach to problem solving.
- A collaborative approach to all teaching and learning.
- Strong pedagogical content knowledge.
- Enthusiasm and commitment to improvement.
- Sound judgement, an even temperament and an ability to work under pressure.
- A sense of humour as well as the ability to be sensitive, confident and positive.
- An empathy for the welfare of students.
- A willingness to give his/her time and talent to his/her continued growth and understanding in his/her faith.

- An ability to give witness to the synthesis of the College culture and faith and faith and life.
- A commitment to living in communion with the Church.
- A commitment to serving the community, with a particular focus on our Parish community.
- The ability to continue seeking to acquire the knowledge, skills and abilities to communicate the gospel message effectively.

NAME: _____

SIGNED: _____

DEPUTY PRINCIPAL

NAME: _____

SIGNED: _____

PRINCIPAL

DATE: _____

SENIOR LEADERSHIP TEAM – Key Areas of Responsibility 2020

KEY TASKS:		Paul McGuinness - Principal	Paul McGuinness - Principal	Paul McGuinness - Principal	Paul McGuinness - Principal	Paul McGuinness - Principal	
To maintain & preserve the Special Character of the College. To provide quality professional & instructional leadership		To act as chief adviser to the BOT. To maintain effective management and quality assurance systems in the College.		To implement the Charter & the goals of the graduate profile.			
RESPONSIBILITY FOR...		Student enrolments,	staff appointments,	Community liaison,	Capital development,	Governance policies,	Charter,
Oversight of all College operations, Privacy Officer							
ADFEAS	Phil Rowland Deputy Principal Director of Resourcing	Heidi Shields Deputy Principal Director of Teaching Practice	Karyn Sadler Director of Religious Studies	Mark Naden Director of Learners	Louise Hyland Director of Learning Content		
College Goals & Policies	Develop & maintain innovative approaches in resourcing to promote the goals of the graduate profile. Phil will assume the role of Principal when the Principal is off-site	Develop & maintain teaching practices that model & promote the goals of the graduate profile Heidi will assume the role of Principal when the Principal & the other Deputy Principal are off-site	Develop & maintain programmes that promote the special character aspects of the graduate profile & promote student development in them Karyn will assume the role of Principal when the Principal & the 2 Deputy Principals are off-site	Promote student engagement in learning as outlined in the goals of the graduate profile Learning Support Co-ordinator	Develop & maintain programmes of learning that promote the goals of the graduate profile		
College-wide Leadership							
Special Character	RESPONSIBILITY FOR... Personnel Infrastructure & keys Property maintenance, cleaning & ground maintenance Emergencies & evacuations Finances & budget, MOE returns, ongoing monitoring & reporting Digital technology infrastructure Student Management Systems (Kamar) Health & Safety Day to day administration, staff duties Timetabling & room allocation Student Attendance Convenor of staff daily briefing	RESPONSIBILITY FOR... Teacher professional learning Teacher enquiry Staff Induction Teacher Registration Restorative practices Student discipline oversight WRO Student lunch passes NZQA liaison-Principal's Nominee Student leadership: Prefects, Council College ceremonies P.T.F.A. Convenor of Senior Leadership meetings	RESPONSIBILITY FOR... Religious instruction and observances throughout the school. Religious Education curriculum Retreats & liturgies Sacramental programme Parish, Diocese & wider liaison in relation to R.E. activities, religious instruction & observances Convenor of staff meetings	RESPONSIBILITY FOR... Learning Mentors ORS Co-ordinator Guidance Counsellor Careers Team Student goal setting Peer support Student attendance & behaviour as it impacts on learning Buses RTLB and external student support agencies Student exchanges Parent-teacher meetings Students arriving late to school Convenor of Learning Mentor meetings	RESPONSIBILITY FOR... Assessment & Reporting Impact Projects Yr 7-10 modules Yr 11-13 courses Education Outside the Classroom (E.O.T.C.) Enviroschools Sports Cultural activities(kapa haka, polyclub, orchestra etc) Student uniforms Convenor of curriculum & HOC meetings		
Graduate Profile							
College-wide Management							