

Referees

Please provide the names of three people who could act as referees for you. It would be expected that one of these would be your most recent employer. At least two must be people who can speak about you from an educational perspective.

Name	Organisation	Position/Relationship	Phone Both business and mobile

Authority to approach other referees

I authorise the Board, or nominated representative, to approach persons other than the referee whose names I have supplied, to gather information related to my suitability for appointment to the position.

Yes

No

Please circle

Key Criteria

Information has been provided about the range of key tasks and responsibilities there are for the Deputy Principal at Wigram Primary.

Please submit a statement under the following headings that describe your knowledge, skills, attributes and personal characteristics for the role.

Leadership, Curriculum, PB4L, SENCO, Areas of Responsibility, Collaboration, Innovation

- I certify that everything I have supplied in this application is true and correct.
- I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

Signature _____ Date _____

Wigram Primary School SENCO

0.4 position – Currently linked to the Deputy Principal Role (0.4 release)

Responsible to: Principal

Primary Objectives

- To support education of the highest quality level is delivered to the children and learning opportunities are maximised
- To uphold and build on the beliefs, values and strategic direction of our school
- Ensure the health and welfare needs of students and their learning are paramount
- Build the collective capacity of the Learning Support team with a culture that values learning, collaboration, collective responsibility and accountability
- Develop and maintain high quality, positive relationships within the school and across our community including agencies that value trust, collaboration, and communication.
- Engage and challenge yourself as a learner and model this as a Mentor for our Teacher Aides
- Ensure accurate record keeping across all components of the role
- To meet or exceed the expectations in the professional standards and Practising Teacher Criteria of New Zealand
- Lead a professional Pastoral Care programme where students, and their whanaū are at the centre
- Develop relationships with cluster schools through Mana Ake and Kahui Ako.

Key Criteria

Relationships

- Develop and maintain high quality professional and positive relationships with all staff
- Develop and maintain positive professional relationships with parents of SEN students
 - Liaising with parents of students with SEN
 - Actively engage them in the whole journey
- Work with Leadership Team in relation to the strategic goals and direction of Wigram Primary School
- Regularly report effectiveness of programmes to BOT
 - Leadership meetings
 - BOT reports
- Establish effective links with the community
- Develop and support in collaboration with senior leadership, the development of appropriate procedures as appropriate for student and staff health, safety and well being
- Engage in ongoing professional learning including;
 - Relevant literature
 - School professional learning programme
- Engagement with school performance management cycle

- Meeting of Teacher Standards and contractual requirements

Personnel – Teacher Aides

- Select, supervise and train Teacher Aides who work with students
 - Organisation of the employment of Teacher Aides
 - Coordination and facilitation of an internal professional learning programme that supports the needs of the Learning Support team
- Overseeing and coordination the day to day operation of the Wigram Primary School learning support programme including,
 - Reading Recovery
 - Teacher Aide Timetables
- Managing/Leading the learning support team of Teacher Aides as a mentor/learning coach
- Coordinate and attend internal and external meetings as required
 - IEP
 - Staff
 - Professional Learning
 - External agencies – MOE, RTLB, Professionals
 - BOT
 - Learning Support Team Meetings
 - Pastoral Care
 - Cluster meetings
- Facilitate and review the performance of Teacher Aides as part of annual performance management cycle
- Appropriately manage the Learning Support Team budget and staffing, alongside the Principal.

Student Learning

- Liaise with teachers of SEN students
- Advise and support teachers about differentiated teaching methods appropriate for individual students
- Assist in identifying the pupils SEN and coordinating provision that meets those needs
- Overseeing the keeping of accurate records for all students with SEN
 - Maintain an up to date and confidential register of students with needs and support received
- Monitor and support the transition of students with SEN to school
- Adhere to all school policies, procedures and relevant regulatory and statutory requirements
 - Ensure all Teacher Aides are aware of Health and Safety at school
- Liasing with external agencies, including student referrals where appropriate
- Where appropriate, development of programmes to support the learning needs of students

Please note: Aspects of this job description may change or evolve dependent on the successful applicant, the nature of the role, and the Wigram Primary Schools strategic direction.

Wigram Primary School Deputy Principal Job Description

Professional Leadership

- ♣ Demonstrates a thorough understanding of current approaches to effective teaching and learning
- ♣ Provides professional leadership to staff within the delegated areas of responsibility
- ♣ 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
- ♣ Understands, and applies where appropriate, current practices for effective management from both within and beyond education
- ♣ Supports the principal in the leadership and management of the school and deputises when required
- ♣ Identifies and acts on opportunities for improving teaching and learning
- ♣ Reflects on own performance assessment and demonstrates a commitment to own on-going learning in order to improve performance Policy and Programme Management
- ♣ 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
- ♣ 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 Staff management
- ♣ Participates in the school's performance management systems and makes recommendations to the principal on appropriate professional development opportunities for staff
- ♣ Motivates and encourages staff to improve the quality of teaching and learning
- ♣ Devolves responsibilities and delegates tasks when appropriate Relationship management
- ♣ Fosters relationships between the school and the community
- ♣ Communicates effectively both orally and in writing to a range of audiences
- ♣ 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
- ♣ 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
- ♣ Establishes and maintains good communication processes with staff, and between staff and members of the senior management team
- ♣ Effectively and efficiently uses available financial resources and assets, within delegated areas of authority, to support improved learning outcomes for students