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Deputy Principal Job Description 2020:

Name:

- **Employed By:** Wairakei Primary School Board of Trustees
- **Responsible to:** Principal and Wairakei Primary School Board Trustees
- **Relationships with:** Principal, Associate Principal, Teaching Staff, Ancillary Staff, Outside Agencies, Parent, Pupils
- **Responsible For:** Carrying out the professional duties of a professional leader according to the policies of the board and to assist with the successful implementation of the National Education Guidelines

Management Units: 5 Permanent 1 Fixed term

Status: Permanent/Full time

Primary Objectives:

1. To lead and drive school based curriculum focus areas and their implementation across the school.
2. To provide leadership of the assessment and reporting process acting as facilitator of assessment collection and overall analysis and reporting to staff and board.
3. To oversee, monitor, review school charter to help implement and develop shared goals and vision across the school.
4. To work closely with the Principal and in discussion with Board of Trustees, staff, students and parents to foster community relationships through strong communication and commitment to the schools vision.
5. Support and work with teachers to ensure behaviour management is maintained within the school

6. Any other tasks within the leadership role of the Deputy Principal
7. Be able to report on all personal goals set within the performance agreement
8. Complete three blogs per term to evidence professional practice within the school

		Key Tasks	Action (identify how relevant info will be gathered)
Dimension 1 – Professional Leadership	<ul style="list-style-type: none"> • Demonstrates a thorough understanding of current approaches to effective teaching and learning • Provides professional leadership to staff within the delegated area 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 of the 	<p>1.1 Is familiar with the NZ Curriculum Framework, National Priorities, School Charter and policies</p> <p>1.2 Keeps up to date with current thinking, research and approaches through regular professional development related to the school's Annual Operation plan</p> <p>1.3 Manages a team within the school</p> <p>1.4 Incorporates appropriate and effective practices into the school management system, to meet school needs</p> <p>1.6 Demonstrates a commitment to provide quality teaching and learning programmes</p> <p>1.7 Applies effective Management strategies to the school situation</p> <p>1.8 Assists the Principal in the day to day leadership of the school</p> <p>1.9 Builds network to enhance own learning</p> <p>1.10 Uses self-reflection to improve on own performance</p>	<ul style="list-style-type: none"> • Play a lead role in staff development in teaching and learning. • Model effective teaching strategies and coach teachers to improve teaching • Read research and share with staff the implications for practice • Value and utilize staff strengths. • Provide and promote leadership opportunities for staff. • Play an active role in senior management meetings • Maintain professional relationships with other senior staff. • Play a leading role in reflecting on effective teaching and leadership practice. • Effectively manage a team. • Deputise for the principal as required • Assist the principal in school self review • Undertake professional development and incorporate into practice to improve performance • Regularly review current practice in area of responsibility. • Read and reflects on MoE updates.

	<p>school and deputises when required</p> <ul style="list-style-type: none"> Identifies and acts on opportunities for improving teaching and learning Reflects on own performance assessment and demonstrates a commitment to on-going learning in order to improve performance 		<ul style="list-style-type: none"> Keep a reflective journal
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	Professional Standards	Key Tasks	Action (identify how relevant info will be gathered)
Dimension 2 – Policy and Programme Management	<ul style="list-style-type: none"> 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 Understand the implications of NZ's changing cultural, social and economic context and ensures that these changes are reflected in the policies and programmes within 	<p>2.1 Is conversant with National Education Guidelines</p> <p>2.2 Contributes to the development and implementation of the Strategic Plan, which reflects the National Priorities and identified needs of students</p> <p>2.3 Contributes to an Annual Plan based on the Strategic Goals</p> <p>2.4 Supports staff in developing programmes which meet the identified needs of the students</p> <p>2.5 Assists teachers to address the cultural and social diversity of students and meet their needs within classroom programmes</p> <p>2.6 Contributes to the organisation of effective programmes for special needs and abilities</p>	<ul style="list-style-type: none"> Assist principal to ensure school policies and procedures in pedagogy and curriculum meet requirements. Contribute to the development of the annual plan - student achievement targets, action plan, reviewing and reporting Support staff in developing and implementing challenging programmes Establish effective assessment practices and a data analysis process. Assist teachers to identify and plan for individual student needs within the resources available. Monitor achievement for all students in line with National Priorities. Maintain effective communication with parents through parent education meetings, open days, newsletters

	the delegated areas of responsibility	2.7	Assists the Principal to establish and maintain effective School/Home partnerships	
Dimension 3 - Staff Management	<ul style="list-style-type: none">Participates in the school's performance management systems and makes recommendations to the principal on appropriate professional development opportunities for staffMotivates and encourages staff to improve the quality of teaching and learningDevolves responsibilities and delegates tasks when appropriate	<ul style="list-style-type: none">3.1 Maintains a performance management system that provides support and guidance related to appropriate professional development3.2 Assists in the professional development planning and budgeting3.3 Assists the Principal to ensure appropriate induction of all new staff3.4 Encourages a co-operative and supportive environment for staff3.5 Promotes staff involvement in professional education3.6 Delegates leadership tasks to teachers, specific to their identified roles and skills3.7 Provides clear guidelines and support for delegated responsibilities	<ul style="list-style-type: none">Ensure that challenging appraisal objectives are linked to relevant professional development opportunitiesEncourage staff, within budget constraints, to observe effective teaching practiceInform and support new staff. Have specific leadership actions to ensure this occurs.Value and respect staff diversity.Recognise and celebrate staff successes and achievementsFoster a culture of professional reflection and debateRecognise and act on opportunities for leadership growth of teachersProvide opportunities for feedback and next step in learning for staff	

	Professional Standards	Key Tasks	Action (identify how relevant info will be gathered)
Dimension 4 - Relationships	<ul style="list-style-type: none"> Fosters relationships between the school and the community Communicates effectively both orally and in writing to a range of audiences 	4.1 Fosters a climate of trust and co-operation between the school and the wider school community 4.2 Presents a positive image in promoting the school	<ul style="list-style-type: none"> Promote community involvement in the life of the school. Regularly consult and inform school community on school programmes

Management	<ul style="list-style-type: none"> 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 Establishes and maintains good communication processes with staff, and between staff and members of the senior management team Understands and operates within the limits of the delegated authorities and adopts a consultative approach with the principal and other staff of issues relating to school policy 	<p>4.3 Meets regularly with the principal to inform him/her informed on areas of delegated authority</p> <p>4.4 Maintains effective communication with staff and principal</p> <p>4.5 Ensures principal and staff are consulted and kept informed on areas of delegated responsibility</p>	<ul style="list-style-type: none"> Maintain effective reporting to parents Liaise with outside agencies Ensure that the principal is kept informed of successes and concerns related to staff, students or parents in area of responsibility. Ensure that staff are listened to and that their ideas/concerns are taken to senior management team when appropriate Establish effective communication processes and ensure that they are maintained.
Dimension 5 Finance & Management	<ul style="list-style-type: none"> Effectively and efficiently uses available financial resources and assets, with delegated areas of authority, to support improved learning outcomes for students 	<p>5.1 Operates an effective budget within the Annual Plan</p> <p>5.2 Monitors and reports to the principal on the use of finances and assets within delegated responsibilities</p>	<ul style="list-style-type: none"> Manage the budget in area of responsibility to enhance student learning Lead team review of effectiveness of resources and learning spaces, to support teaching and learning school-wide

Signed: Employee:

Date

Signed: Principal

Date