



Mission Heights

JUNIOR COLLEGE

GROWING GREATNESS
KIA MANA AKE

Deputy Principal (Whānau)

Job Description

Name

Position Deputy Principal

Tenure Permanent

The Deputy Principal is a member of the Senior Leadership Team.

Key Roles

In addition to being a Leader of Learning you will also contribute to the operational effectiveness of the school, ensure the effective delivery of the NZ Curriculum and provide pastoral care within one of our four Whānau or "schools within a school".

Core Responsibilities

Relationship with Principal

While the ultimate responsibility to the Board and the community rests with the Principal, effective school administration is based on a team approach. This requires a close working relationship between the Principal and the Deputy Principal, which is seen to be effective by staff, pupils and parents. Sharing in the shaping and commitment to our school's vision and values ensures the Deputy Principal is able to support the Principal not only in those areas in which responsibility has been specifically delegated but also in any actions taken on behalf of the Principal.

School Culture

The Deputy Principal has a leading part to play in the development of the school as a successful learning community. As a key contributor to this the DP is expected to promote a warm, positive and mutually respectful culture within the Whānau community and the wider school.

Mission Heights Junior College operates in close collaboration with Mission Heights Primary School and Ormiston Senior College. The Deputy Principal will promote and value a positive and collaborative culture between these and its other contributing schools.

Day to Day Running of the Whānau

The Deputy Principal is responsible for the day to day running of the Whānau, consistent with the vision and values of the school and within a budget provided by the Principal.

Pastoral Care

The Deputy Principal will have primary responsibility for the pastoral care of students within the Whānau and work closely with all staff to provide effective identification, tracking and support for students, staff and parents.

The Deputy Principal will manage student behaviour in a respectful and appropriate manner and where necessary refer serious incidents to the Associate Principal.

Leadership of Learning

The Deputy Principal will, in partnership with the Assistant Principal, lead learning in their Whānau. This includes taking a shared leadership role in Professional Learning Community meetings, planning and decision making, and appraisal.

The Deputy Principal will actively lead and support the school's vision for innovative, constantly evolving and personalised learning within a cross-curricular context which provides authentic learning outcomes for students.

Whānau Activities

The Deputy Principal will have primary responsibility for the coordination and oversight of specific activities that involve the Whānau. The Deputy Principal will collaborate with other SLT members, the Whānau Dean and other staff as appropriate, with regard to such activities.

Individual Cross-school Portfolios

These will be delegated by the Principal and will be rotated over time among the members of the Senior Leadership Team to ensure ongoing professional growth and an equitable distribution of administrative tasks.

Teaching

The Deputy Principal role will include a teaching component. This teaching role will be as required by the Principal.

Coaching and mentoring

The Deputy Principal will provide support to teachers in their Whānau which will in turn help and guide their professional growth.

Professional Development

The Deputy Principal is expected to participate in the Mission Heights Junior College Professional Growth Cycle and undertake professional development, which is aligned with the school's strategic direction.

Surrender and Retention of Property & Searches

Appointment to this position authorises the Deputy Principal to conduct the search, surrender and retention of school property as and when required.

Treaty obligations

The Deputy Principal is expected to uphold and promote the terms and spirit of *Te Tiriti o Waitangi* and provide leadership in the integration of Mana orite mo te Mātauranga Māori and practice of Te Reo and Te Ao Māori into daily practice and teaching and learning.

Signed:

Deputy Principal

Ian Morrison

Principal _____ Date: _____