

Michael Park School

Job Description: High School Deputy Principal

CORE DUTIES AND RESPONSIBILITIES

This job description and the resulting indicators should be read in conjunction with the unit holders standards outlined in the Area Schools Collective Agreement (2013).

Key Accountabilities

The duties and responsibilities of the Deputy Principal may include but are not limited to:

1. Deputising for the Principal
2. Working alongside the Principal in overseeing and evaluating school operations including driving self-review
3. Principal's Nominee
4. Leadership of Middle Management Team (Curriculum Coordinators and Dean)
5. Development of teaching staff, appraisals and human resources
6. Maintaining positive internal and school-community relationships

Dimensions	
1.	Deputising for the Principal
1.1	Deputising for the Principal as required in their absence
2.	School operations
	<i>Working alongside the Principal, Lower School Deputy Principal, Kindergarten Manager and Business Manager in overseeing and evaluating school operations. In each of the key areas of accountability there is clear overview and liaison with the SLT and staff to ensure consistent effective practice, alignment with the annual plan, and a high quality of documentation, reporting and self-review.</i>
2.1	Senior Leadership Team (SLT) <ul style="list-style-type: none"> • Attending SLT meetings to make strategic and operational decisions, review and report on school systems, performance and teaching.
2.2	Teaching and learning (via LS and HS Deputy Principals) <ul style="list-style-type: none"> • Overseeing school-wide teaching and learning programmes with a focus on alignment with the annual plan, enabling the achievement of priority learners and the quality of planning, delivery and review.
2.3	Assessment and reporting <ul style="list-style-type: none"> • Overseeing assessment, marking and moderation systems including school-wide collection and analysis of data to ensure effectiveness. • Overseeing reporting to parents (via LS & HS Deputy Principals) ensuring high levels of effectiveness. • Working with the SENCO to oversee and review the effectiveness of operations in this department.
2.4	Health and safety <ul style="list-style-type: none"> • Overseeing school-wide health and safety, first aid, crisis response, accident procedures and EOTC (via Health and Safety officer).

2.5	Student management <ul style="list-style-type: none"> Overseeing student management including pastoral care, attendance, discipline (via HS Dean) and student rewards to achieve a safe, inclusive learning-focused environment where systems are consistently understood and applied by staff.
2.6	Enrolments <ul style="list-style-type: none"> Overseeing and reporting on school-wide enrolments ensuring they are consistent with school procedures (via enrolments officer)
2.7	Student teachers and practicums <ul style="list-style-type: none"> Overseeing school responsibilities with regard to practicum placements for student teachers (via a liaison officer) to ensure smooth running of student teacher practicums
2.8	Self-review, implementation and monitoring of policy, procedures and systems <ul style="list-style-type: none"> Work with the Principal to ensure self-review is completed, documented and implemented
3.	Principal's nominee
3.1	<ul style="list-style-type: none"> Ensuring NZQA compliance and best practice with regard to administration of NCEA and SSC qualifications.
4.	Leadership through the Middle Management Team (MMT)
4.1	Providing effective leadership of the MMT with a focus on developing the capacity for effective management
4.2	Chairing of MMT as required
4.3	Enabling a focus on quality and accountability <ul style="list-style-type: none"> Ensuring effective management of resources Ensuring staff understand their responsibilities with regard to the maintenance of a functional, purposeful, positive and learning focused environment
4.4	Documentation management and reporting <ul style="list-style-type: none"> Managing the systems / quality of internal reporting and reporting to parents (via MMT).
4.5	Culture of evaluation and review <ul style="list-style-type: none"> Working with the principal to embed a school-wide culture of inquiry and reflection to drive continuous improvement.
5.	Staff development, appraisals and human resources
5.1	Job descriptions <ul style="list-style-type: none"> Ensuring all teaching staff have a current job description which makes clear key responsibilities and accountabilities (including management unit descriptor) and that copies of these are held on file
5.2	Induction and mentoring <ul style="list-style-type: none"> Ensuring effective induction and mentoring systems in place for staff
5.3	Appraisals <ul style="list-style-type: none"> Supporting the principal in managing the staff appraisal process including coordination and review of the appraisal cycle, participation in lesson observations as required and management of relevant documentation.
5.4	Staff development <ul style="list-style-type: none"> Facilitating professional support, mentoring, targeted PD, cluster meetings and other opportunities for growth and development.

	<ul style="list-style-type: none"> Providing effective leadership and mentoring of the middle management team (MMT).
5.5	Performance management (with SLT) <ul style="list-style-type: none"> Facilitating effective resolution or mediation of problems or concerns which arise with staff regard to staff performance, conduct or in day to day operations in accordance with school policies and procedures.
5.6	Wellbeing Ensuring a positive work environment exists in the school and that effective programmes and systems are in place to promote staff wellbeing and respond to concerns regarding the wellbeing of a staff member(s).
5.7	Day relief <ul style="list-style-type: none"> Coordinating and handling relieving, booked leave applications and sick leave for teaching staff throughout the lower school and high school.
5.8	Equal Employment Opportunities (EEO), Personnel and Recruitment <ul style="list-style-type: none"> Sits on personnel sub-committee with the Principal, and business manager Acting as the school EEO officer and ensuring an EEO environment is in line with school policy. Assisting the Principal with the recruitment and appointments process as required.
6.	Internal and school-community relationships
6.1	Internal relationships <ul style="list-style-type: none"> Working alongside the SMT in modelling effective collaboration, problem solving, interpersonal and conflict resolution skills to facilitate smooth running of the school.
6.2	School-community relationships <ul style="list-style-type: none"> Overseeing parents meetings (Y9-13). Meeting parents / whānau to address high level concerns or complaints where previous interventions by staff or Dean have been unsuccessful.
6.3	Parent / whānau education <ul style="list-style-type: none"> Facilitating opportunities or events for growth and development of the wider school community each year that reflect community needs and interest and are aligned with the annual plan and strategic goals.