



LONGBEACH SCHOOL  
...to be the best we can in all we do

## Deputy Principal's Job Description

### Name

**Employment Terms:** Primary Teachers, Deputy Principals, Assistant Principals and other unit holders Collective Contract

**Responsible to:** The Principal, Board of Trustees

### Responsible for:

- Supporting the principal and BOT in implementing the school's vision, policies, strategic and operational goals
- To provide, in conjunction with the principal, appropriate professional leadership which is supportive of the school's strategic plan, general direction and policies
- To assist with the development and implementation of teaching and learning programmes which reflect Charter Goals
- To take a full role in fostering and developing effective and supportive relationships both within the school and with its community
- To assist in the effective management of the school's personnel policies, procedures and practices including the school's performance management system
- To provide, in conjunction with the principal, effective communication links
- To lead a major curriculum area – (To be negotiated)
- To carry out the teaching expectations of an experienced teacher

In addition to meeting the expectations of an experienced teacher, the Aotearoa Teacher Professional Codes and Standards the Deputy Principal will also undertake the following key tasks:

		<b>Professional Role</b>		<b>Key Tasks</b>		<b>Performance Standard Indicators</b>
<b>Professional Leadership</b>	*	Demonstrates a thorough understanding of current approaches to effective teaching and learning	1.1	Assists in monitoring the delivery of the curriculum in line with the NZ Curriculum Framework and the Longbeach School Curriculum and policies	*	Aware of the requirements of NAGs (National Administrative Guideleines)
			1.2	Keep up to date with current thinking and approaches through regular professional development related to the school's Annual Development Plan	*	Curriculum delivery is monitored through planning and review Written planning is reflected in effective teaching
	*	Provides professional leadership to staff within the delegated area of responsibility	1.3	Provide effective leadership for staff	*	Current approaches are applied to teaching and learning Professional development is linked to the School Development Plan
			1.4	Maintain professional relationships with other staff	*	Staff are supported in the development of their learning programmes Professional development is provided for staff
	*	Makes constructive contributions to the work of the management team in a manner which supports effective school organisation and improved learning outcomes for students	1.5	Demonstrates a commitment to provide quality teaching and learning programmes	*	Non-teaching staff perform effectively in a supportive environment
			1.6	Apply current management strategies to the school situation	*	Management team work together for the good of the school Staff strengths are utilised Management systems support staff and provide resources
	*	Understands and applies where appropriate, current practices for effective management from both within and beyond education	1.7	Deputise for the Principal	*	Models positive, professional attitude to change and school development The staff are enabled to move forward professionally
			1.8	Assist the Principal in the day to day management of the school	*	Business and education systems are incorporated into the school management system, reflecting a broad approach, to meet school needs
	*	Supports the principal in the leadership and management of the school and deputises when required	1.9	Assist the Principal in the school self review system	*	School management systems are maintained Principal is supported in his role
			1.10	Uses self reflection to improve on own performance	*	Review identifies the changing needs of the school Strategic and developmental plans reflect these changes
*	Identifies and acts on opportunities for improving teaching and learning			*	Ongoing review of current practice	
*	Reflects on own performance assessment and demonstrates a commitment to on-going learning in order to improve performance			*	Professional Development undertaken and incorporated to improve performance	

		<b>Professional Role</b>		<b>Key Tasks</b>		<b>Performance Standard Indicators</b>
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	2.1	Conversant with the legislative and National Education Guidelines	*	Familiar with School Charter procedures and policies
			2.2	Contribute to the development and implementation of the school's strategic plan	*	School's identified needs are reflected in the strategic plan
			2.3	Contributes to the development of an annual school development plan	*	Progress towards achieving the school's goals is ongoing and reflective
			2.4	Support staff in developing programmes which reflect current approaches to learning	*	School current and future needs are formally planned for and reviewed
			2.5	Address the cultural and social diversity of students and meet their needs within classroom programmes	*	Curriculum delivery meets national requirements and school needs
	*	Understands the implications of NZ'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	2.6	Contributes to the organisation of effective programmes for special needs and abilities	*	School assessment procedures and reporting are documented and reviewed regularly
			2.7	Assist the Principal to ensure that school policies and programmes reflect and provide equal opportunities for ALL students	*	Staff are supported in developing and delivering challenging programmes
	*	Administrative Tasks	2.8	Prepare and maintain a calendar of events Prepare and maintain timetables Order and organise testing materials	*	Individual student needs are provided for
	*	Organisational Duties	2.9	Organise and run school assemblies, prize giving, visiting guests, cultural/extra curricular activities	*	Monitor the effectiveness of Special Needs and abilities programmes
Staff Management	*	Participates in the school's performance management systems and makes recommendations to the principal on appropriate professional development opportunities for staff	3.1	Participate in the school's performance management programme	*	Performance standards are met
			3.2	Assist in the professional development planning	*	Appraisal development objectives are met
	*	Motivates and encourages staff to improve the quality of teaching and learning	3.3	Encourage a co-operative and supportive environment for staff	*	Professional development meets the needs of - individuals - the school
			3.4	Encourage staff's involvement in staff development	*	New staff are well informed and supported
	*	Assists with the monitoring of the work of staff	3.5	Liaise with the principal any report concerns	*	Individual efforts are acknowledged
	*	Is readily available to staff for advice and guidance	3.6	Is readily available to staff for advice and or guidance Supports staff in seeking further advice or guidance	*	Regular feedback is given
				*	The principal is made aware of any concerns regarding the designated duties of staff	
				*	Matters regarding staffing are kept confidential	
				*	Staff are involved in the decision-making process	
				*	Delegated tasks are carried out effectively	

		Professional Role		Key Tasks		Performance Standard Indicators
	*	Assists in the induction of new staff	3.7	New staff are supported by mentoring them in terms of working through the staff handbook and LBS curriculum book, showing them where resources are kept and how our computer network system works.	*	New staff feel welcome and integrate quickly into the staff team
	*	Staff feel that they are valued and thus encouraged to be members of an effective team	3.9	Is a good listener and actively seeks the views of others	*	Staff are valued and their views are shared
	*	Liaises with the principal on staff matters Relationship Management & Communication	3.10	Shares openly and confidentially matters on staffing as necessary	*	Principal is made aware of any issues involving personnel management known to the Deputy Principal Matters regarding staffing are kept confidential
	*	Ensures classes are staffed	3.11	Organise relief teachers for when staff are sick, on leave, on negotiated release or on Professional Development courses.	*	Classrooms are staffed with competent registered relief teachers when 'regular' teaching staff are unable to attend
			3.12	Maintain a relief teacher data base	*	Relief teacher data base is maintained and available to teaching staff
			3.13	Principal is aware of staffing changes	*	Principal is informed of relief teachers in terms of <i>who</i> , <i>who for</i> and <i>when</i>
	*	Monitor/Support BTs	3.14	Assist in supporting beginning teachers	*	Be available to guide a BT with the tutor teacher Support the tutor teacher in the development of a BT Be proactive in ensuring BTs are managing
Relationship Management	*	Fosters relationships between the school and the community	4.1	Foster positive relationships with parents	*	Parents are welcomed and involved in the life of the school
			4.2	Is proactive in meeting and greeting parents	*	
	*	Represents the school on public occasions	4.3	When required attends events as the school representative	*	Attends events as a positive role model for the school
	*	Communicates effectively both orally and in writing to a range of audiences	4.4	Ensure reporting to parents is carried out	*	Parents are informed of their child's progress in line with the school's reporting policy
			4.5	Liaise with or ensure outside agencies are communicated with appropriately	*	Contact made with outside agencies to support students / parents
	*	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	4.6	Liaise with, or ensure are communicated with appropriately, pre - school institutions	*	Information is communicated between pre schools and the school Helps maintain a pre-school enrolment data base
			4.7		*	
			4.8	Provide guidance and support for students and parents	*	Parents/students concerns are listened to and acted on
			4.9	Provide a safe learning environment for students and staff	*	Issues related to a safe learning environment are addressed The Behaviour Management systems are monitored and any issues brought to the principal's attention
	*	Establishes and maintains good communication processes with staff, and between staff and members of the management team	4.10	Ensures an effective Behaviour Management system in place	*	Staff are consulted and kept informed Principal is kept informed on issues as they effect the school's operation.

	<b>Professional Role</b>		<b>Key Tasks</b>		<b>Performance Standard Indicators</b>
	* 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	4.11	Maintains effective communication with staff and principal  Provide information to the Principal and staff on areas of delegated authority	*	Meets delegated tasks within constraints Principal/staff are consulted on issues
	* Manages conflict appropriately and works to achieve solutions	4.12	Is objective and composed in difficult or emotional situations		
		4.13	Takes responsibility for resolving conflict before it escalates		

SIGNED \_\_\_\_\_  
Deputy Principal

\_\_\_\_\_  
Principal

DATE \_\_\_\_\_