

**NELSON CENTRAL SCHOOL
DEPUTY PRINCIPAL'S JOB DESCRIPTION**

Name:
Title: Deputy Principal
Responsible to: The Principal
Functional relations with: Board Of Trustees, Assistant Principal, professional and support staff, students, parents, outside agencies, teachers' professional bodies.

This job description incorporates the interim professional standards for primary school deputy principals and assistant principals.

Primary responsibilities

1 Classroom teaching

Key concept

It is the Deputy Principal's responsibility to teach a class and to provide quality learning opportunities in his Syndicate and thus ensure students learn the content and processes intended for them in the school curriculum.

2 Classroom culture

Key concept

It is the Deputy Principal's responsibility to ensure a classroom culture where individuals are valued, encouraged, respected and challenged intellectually, physically and socially.

3 Instructional leadership

Provide instructional leadership within the school's education community and assist with the management of policies and programmes.

Key concept

It is the Deputy Principal's responsibility to help establish and maintain a school where learning by all members of the school community is a highly valued activity and where policies and programmes assist the achievement of that goal.

4 Assist with the management and development of the school culture.

Key concept

It is the Deputy Principal's responsibility to help develop a school culture where learning is paramount, and all individuals are encouraged, respected and challenged intellectually, physically and socially.

5 Assist with the development and maintenance of the school communication networks and good relationships within the school and community.

Key concept

It is the Deputy Principal's responsibility to assist the Principal to ensure that the communication system allows members of the school community to know what is happening in the school and that healthy relationships are allowed to operate.

6 Exercise a leadership role in the school.

Key concept

It is the Deputy Principal's responsibility to represent and act for the Principal as the school -community educational leader when required .

7 Personal professional development.

Key concept

It is the Deputy Principal's responsibility to maintain an understanding of evolving trends in education, keeping abreast of school leadership and curriculum development issues and participating in professional development activities.

8 School management and administration

Key concept

It is the Deputy Principal's responsibility to assist the Principal with the development, maintenance and evaluation of school management structures, systems and processes.

9 Specific responsibilities

Key concept

It is the Deputy Principal's responsibility to carry out specific negotiated responsibilities.

Responsibilities

1 Classroom teaching

It is the classroom teacher's responsibility to provide quality learning opportunities and thus ensure students learn the content and processes intended for them in the school curriculum.

Key objectives

Outcomes

- 1.1 Establish entry levels for students.
Record of student pre-entry status.
- 1.2 Set achievable curriculum objectives.
Students will know and understand what it is they are supposed to learn.
- 1.3 Design, plan and implement appropriate learning sequences for students.
Class, group and individual plans and programmes will ensure students have achieved the objectives set for them.
- 1.4 Demonstrate a broad range of highly effective teaching techniques.
All students will have the opportunity to learn in a way that is suitable for them.
- 1.5 Demonstrate a wide range of techniques that provide strong motivation for a diversity of students.
All students will be motivated to take part in class lessons and learning.
- 1.6 Demonstrate competence in the content of relevant curriculum and impart subject content effectively.
Students will learn content that is accurate.
- 1.7 Use appropriate technology and resources during teaching.
Students will have the opportunity to learn through the use of suitable technology and resources.
- 1.8 Assess and evaluate student performance using suitable assessment techniques.
Cumulative records of student performances will demonstrate student progress.
- 1.9 Continually evaluate and reflect on their teaching and act on areas where it can be improved.
Teaching methods will be continually adapted to effect optimum learning for students.
- 1.10 Provide or suggest access to appropriate remedial help where student performance has not been satisfactory.
Students will have the opportunity to gain mastery over the curriculum objectives set for them.
- 1.11 Demonstrate flexibility and responsiveness.
The teacher will adapt lesson content, sequences, pedagogy and resources to effect student learning.

2 Classroom culture

It is the classroom teacher's responsibility to develop a classroom culture where individuals are valued, encouraged, respected and challenged intellectually, physically and socially.

Key objectives

Outcomes

- 2.1 Demonstrate a high level of commitment to Student welfare and learning.
Students will feel valued and that their learning needs are being met.
- 2.2 Effectively manage challenging learning environments.
Suitable techniques will be implemented to manage the behaviour and learning of all students.
- 2.3 Establish good relationships with students and respect their individual needs and cultural backgrounds.
Students will enjoy a good relationship with their teacher and will feel that they are respected for who they are.
- 2.4 Develop a classroom where students feel safe, relaxed, valued and committed to their own learning.
Students will enjoy being at school and will undertake learning because they want to do so.
- 2.5 Ensure objectives set for students are within their capabilities to achieve.
All students will experience continuing success.
- 2.6 Maintain a classroom where positive efforts are rewarded and where lack of success provides a valuable lesson.
Students will be encouraged by their successes and will be keen to learn from their mistakes.
- 2.7 Ensure the classroom is an attractive, orderly place where equipment and are well managed.
A classroom where students have a great degree of responsibility for creating, maintaining and constantly changing the learning environment.
- 2.8 Recognise individual differences and provide for a variety of learning modes and groupings.
Students will have the opportunity to work in a way that best suits their best learning style.
- 2.9 Provide a procedure for resolving and/or disputes within the classroom.
Disputes will be resolved speedily and fairly. Students will feel that justice operates within the classroom and disruptions to learning and teaching will be minimised.

3 Instructional leadership

Provide instructional leadership within the school's education community and assist with the management of policies and programmes.

Key concept

It is the Deputy Principal's responsibility to help establish and maintain a school where learning by all members of the school community is a highly valued activity and where policies and programmes assist the achievement of that goal.

Dimensions and key objectives

Managing learning and teaching

Policy and programme management

Outcomes

- 3.1 Initiate, plan and manage policies and which meet national requirements
Policies and programmes will:
 - meet national requirements;
 - be consistent with the school's charter and strategic planning;
 - reflect the school's commitment to effective teaching and learning
- 3.2 Understand the implications of New Zealand's changing cultural, social and economic context.
Changes are reflected in the policies and programmes within delegated areas of responsibilities.

- 3.3 Ensure that student learning is the central focus for the school.
Teachers will ensure students have access to the best learning opportunities they can provide.
All members of staff will continue to learn new skills, new approaches and widen their curriculum knowledge.
The Board of Trustees and parents will be involved in learning.
 - 3.4 Affirm creativity and lateral thinking.
Teachers will be encouraged to go beyond current practice and trial ideas from current theory and practice. Teachers will be encouraged to break new ground by engaging in action research.
 - 3.5 Ensure programme planning and evaluation occurs.
Cumulative records will demonstrate effective programmes through growing student achievements and mastery of learning objectives.
 - 3.6 Help staff to set achievable professional development goals.
Teaching pedagogy will incorporate recent research based developments.
 - 3.7 Facilitate co-operative approaches to learning, teaching and evaluation.
Teachers will work collaboratively and develop expertise through sharing and creating new knowledge.
 - 3.8 Provide effective leadership in curriculum areas.
The objectives of the committees will be achieved. Current information will be provided and knowledge and techniques will be shared within the school.
Demonstrate a thorough understanding of current approaches to effective teaching and learning.
 - 3.9 Identify and act on opportunities for improving teaching and learning.
New approaches to teaching and learning will be introduced into the school.
- 4 Assist with the management and development of the school culture.

Key concept

It is the Deputy Principal's responsibility to help develop a school culture where learning is paramount, and all individuals are encouraged, respected and challenged intellectually, physically and socially.

Dimensions and key objectives

Outcomes

- 4.1 Develop a school where students feel safe, valued, relaxed and committed to learning.
School development themes will provide for effective approaches to student management.
Students will work co-operatively and competitively as appropriate to the learning task.
- 4.2 Maintain a school where praise and positive reinforcement is the norm.
All students and staff will experience success.
- 4.3 Ensure the school is an orderly place where resources and facilities are well managed.
All members will be involved in decision making and management as appropriate.
Organisational structures, facilities and resources will be in good condition and ready for use when required.
- 4.4 Establish and maintain a climate where natural justice is accorded to all who work in it.
Distractions to students and teachers will be kept to a minimum and infringements of the norms will be resolved quickly and fairly.
- 4.5 Recognise individual differences and provide a variety of methodologies to meet these.
Staff and students will have the opportunity to work in a variety of learning and teaching modes.

- 5 Assist with the development and maintenance of the school communication networks and good relationships within the school and community.

Key concept

It is the Deputy Principal's responsibility to assist the Principal to ensure that the communication system allows members of the school community to know what is happening in the school and that healthy relationships are allowed to operate.

Dimensions and key objectives

Communication

Relationship management

Outcomes

- 5.1 Establish and maintain an effective and efficient communications network.
Appropriate knowledge will be available to those who need it.
Two way communication will be acknowledged to work without impediment.
- 5.2 Confirm that information is exchanged within the school's education community.
Monitoring of information channels will show that information is freely and regularly exchanged.
- 5.3 Ensure the Principal has access to and is a part of the communications network.
The Principal is informed of what is happening within the school and has an appropriate mechanism to influence events within the school.
- 5.4 Ensure the communications network is used to build and reflect the school culture.
Shared beliefs, norms and values are transmitted and reflected within the school.
- 5.5 Communicate effectively both orally and in writing to a range of audiences.
Communications will be received and understood.
- 5.6 Provide information to the principal on areas of delegated responsibility.
The principal will have assistance with effective day to day management and strategic planning in the school.
- 5.7 Delegated tasks will be carried out.
All actions will take place within the limits of delegated authority.
- 5.8 Adopt a consultative approach with the principal and other staff on issues relating to school policy.
School activities will be carried out in accordance with school policies and procedures.
Where policies and procedures are unreasonable or unworkable, recommendations are made to the principal.
- 5.9 Maintain good communication with staff and between staff and members of the senior management team.
Good relationships will be maintained between staff and members of the senior management team.
- 5.10 Demonstrate highly effective communication skills when interacting with students, colleagues and families/whanau.
Issues raised will be discussed and resolved to the best satisfaction of all parties to the issue.
The teacher will communicate clearly and accurately in either, or both of the official languages of New Zealand.
Students will receive feedback on their achievements and areas where they can improve.
- 5.11 Foster relationships between school and community.
Good relationships will be maintained between the school and its community.
- 5.12 Support and provide effective assistance to colleagues in improving teaching, learning and relationships within the school.
Colleagues will seek support from the teacher and will value that support.
- 5.13 Successfully organise aspects of programmes within the school to promote teaching and learning.
The teacher will take part in organising, supporting and promoting syndicate and school wide activities.

6 Exercise a leadership role in the school.

Key concept

It is the Deputy Principal's responsibility to represent and act for the Principal as the school -community educational leader when required .

Dimensions and key objectives

Professional leadership

Outcomes

- 6.1 Be an identifiable leader within the school.
The staff will positively identify the deputy principal as a leader within the school.
- 6.2 To represent the school and its interests under delegation for the Principal.
The deputy principal will have the confidence and support of the staff, board of trustees and community when required to speak on matters concerning the school.
- 6.3 Facilitate the transmission of new knowledge to the school's community.
Ideas from other educational organisations and from relevant professional literature will be represented back to the school by the Deputy Principal.
- 6.4 Ensure that knowledge created within the school is made known to those outside the school's community.
The Deputy Principal will lead initiatives to promote the school's achievements within the wider community.
- 6.5 Provide professional leadership to staff within delegated areas of responsibility.
Q Staff will participate in and contribute to the work of teams within the school.
- 6.6 Make a constructive contribution to the work of the senior management team.
Effective school organisation and improved learning outcomes for students will be observed.
- 6.7 Apply current practices for effective management from within and beyond education.
New learning will be incorporated into the deputy principal's leadership style.
- 6.8 Support the principal in leadership and management of the school and deputise when required.
The principal will be supported in his/her work and the school will have competent leadership in the absence of the principal.

7 Personal professional development.

Key concept

It is the Deputy Principal's responsibility to maintain an understanding of evolving trends in education, keeping abreast of school leadership and curriculum development issues and participating in professional development activities.

Dimensions and key objectives

Outcomes

- 7.1 The deputy principal will reflect on personal performance and demonstrate commitment to on-going learning in order to improve performance.
The principal will lead, discuss, examine, modify and exemplify leadership practises.
Take part in leadership development activities.
The principal will keep abreast of current educational literature.
- 7.2 Share ideas and practices with colleagues.
The principal will take an active part in the meetings of local, regional and national principals groups.
The principal will be involved in colleague visits.
- 7.3 Demonstrate a high level of knowledge of relevant curriculum, and of current learning and assessment theory.
Students will be taught the national achievement objectives using currently acceptable teaching techniques.

Student learning will be assessed using currently acceptable assessment techniques.

- 7.4 Demonstrate a commitment to their ongoing learning.
The teacher will use new learning in their teaching approaches.
- 7.5 Demonstrate knowledge of the Treaty of Waitangi and te reo me ona tikanga.
Classroom programmes will include aspects of te reo, tikanga and understanding of the Treaty of Waitangi.
- 7.6 Demonstrate a commitment to own ongoing learning in order to improve performance.
Reflect on own performance assessment and incorporate new learning into own management style.

8 School management and administration

Key concept

It is the Deputy Principal's responsibility to assist the Principal with the development, maintenance and evaluation of school management structures, systems and processes.

Dimensions and key objectives

Staff management

Financial and asset management

Outcomes

- 8.1 To ensure continuity of staffing in all areas of the school through the administration of the Board's personnel policies and procedures.
The school will be adequately staffed at all times, teacher relief will be provided where necessary and staff will receive regular feedback on the performance of their duties.
- 8.2 To assist with implementation of budget decisions in accordance with school policies.
Budget decisions as approved by the Board will be implemented.
- 8.3 Assist with implementation of the school charter and assist the Board to develop, implement and evaluate policies.
Charter requirements will be met, Board policies will be reviewed on an annual basis, and new policies developed to meet emerging situations.
- 8.4 Assist the Principal to ensure suitable day to day management and administration of the school.
Adequate internal systems to support the Board's requirements will be developed, implemented and evaluated.
- 8.5 Provide leadership for a specified group of teachers within the school.
Staff will have immediate access to and support from a senior member of the management team.
- 8.6 Participates in the school's performance management systems and makes recommendations to the principal on appropriate professional development opportunities for staff.
The school's performance management system will be implemented.
Recommendations for professional development will be made to the principal.
- 8.7 Motivates and encourages staff to improve the quality of teaching and learning.
Staff will be encouraged and supported in their attempts to improve the quality of teaching and learning.
- 8.8 Devolve responsibilities and delegate tasks when appropriate.
Staff will have the opportunity for professional development through the exercise of delegated tasks.
- 8.9 Effectively and efficiently use available financial resources and assets, within delegated areas of authority.
Improved learning outcomes will be made available to students.
Accurate records concerning financial assets and resources will be accounted available for audit.

9 The deputy principal will exercise the following specific responsibilities

It is the deputy principal 's responsibility to share with the Principal the responsibility for promoting and maintaining an optimum learning community.

Dimensions and key objectives

Outcomes

- 9.1 Be an active member of selected curriculum committees.
The objectives of the committees will be achieved. Current information will be provided and knowledge and techniques will be shared within the school.
- 9.2 Provide support for syndicate leaders in school review matters.
School reviews will be carried out in accordance with the Principal's requirements.
- 9.3 Provide support for syndicate leaders to carry out the Syndicate Support Programme.
Students will have the benefit of a regular cycle of educationally relevant activities.
- 9.4 Teach a class of students.
Students will be taught the national achievement objectives.
- 9.5 To ensure the Board of Trustee's legislative requirements are met.
The School Charter, the National Education Guidelines, the National Administration Guidelines and the school's strategic plan will be upheld.

PRINCIPAL

DEPUTY PRINCIPAL

Date: