

Mission Heights Junior College

Deputy Principal

Job Description

Name

Position Deputy Principal

Tenure Permanent

The Deputy Principal is a member of the Senior Leadership Team, currently comprising the Principal; Associate Principal; 4 Deputy Principals and 4 Assistant Principals distributed across 4 Whanau and the ICT Manager.

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 effective pastoral care within one of our four whanau.

Core Responsibilities

Relationship with Principal

While the ultimate responsibility to the Board of Trustees 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 philosophy ensures the Deputy Principal is able to act in a confident manner that supports 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 whanau community and the wider school.

Mission Heights Junior College operates in close collaboration with Mission Heights Primary School and Ormiston Senior College and 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 Whanau

The Deputy Principal is responsible for the day to day running of the whanau, 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 within the Whanau and work closely with all staff to provide effective tracking and support for students, staff and parents.

The Deputy Principal will manage student behaviour 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 Whanau. 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.

Whanau Activities

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

Individual Portfolios

These will be delegated by the Principal and will be rotated over time among the members of the Senior Leadership Team to ensure on going 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.

Serving the Board

The Deputy Principal will assist the Principal in ensuring the Board of Trustees receives the necessary information, advice and guidance to fulfill its governance role effectively.

Professional Development

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

Deputy Principal

Ian Morrison
Principal

Date
