

Wellington Girls' College

JOB DESCRIPTION

Deputy Principal

Responsible to:	Principal Board of Trustees
Functional Relationships with:	All other college personnel
Annual Term of Engagement:	
Terms of Employment:	As per the Secondary Teachers' Collective Agreement
E.E.O. statement:	Wellington Girls' College is an equal employment opportunities employer

OVERVIEW OF POSITION:

- The Deputy Principal joins with the Principal, and other members of the senior staff, to form the Senior Leadership Team of the College. Together, the team is responsible for the strategic and operational organisation of the college.
- The exact split of responsibilities will be negotiated with all team members each year at which time an updated responsibilities sheet will be produced.
- The Deputy Principal will have oversight of a year level of students and will go through the school with these girls, the Dean and the Wānanga teachers.
- The Deputy Principal will usually teach 1/2 classes, the level of which to be discussed with the HOD.

PRIMARY GOALS:

The Deputy Principal's role is to:

- Implement the College Charter, Strategic and Annual Plans and determine how goals are to be achieved
- Provide professional and instructional leadership
- Provide administrative support for effective teaching and learning
- Administer operations and review their effectiveness
- Maintain effective communications and support quality relationships with students, staff and the college community
- Undertake other tasks as agreed with the Principal

KEY RESPONSIBILITIES:

- **Implement the College Charter, Strategic and Annual Plans and determine how goals are to be achieved**

Be familiar with the critical documentation of the college and actively assist in its implementation and review.

The Deputy Principal will be on a Board Committee, on appointment panels for staffing purposes or leading task groups set up for special purpose.

- **Provide professional and instructional leadership**

Acting as the Principal's delegate taking full responsibility for the specified areas outlined in the responsibilities sheet.

- Demonstrate leadership by setting a good example to staff and students
- Share information with the senior leadership team and other staff
- Consult with staff in the development of appropriate plans and procedures
- Utilise and share the knowledge and expertise of other staff
- Provide staff with praise, encouragement and objective criticism
- Carry a negotiated teaching load

- **Provide administrative support for effective teaching and learning**

- Prepare and implement administrative systems
- Convene meetings
- Keep accurate records
- Plan and carry out college events
- Negotiate duties of administrative support staff (with the Principal and that staff member's direct supervisor) where those duties affect areas within your responsibility

- **Administer tasks and review their effectiveness**

- Establish clear and effective procedures for operation
- Maintain ongoing processes for review

- **Maintain effective communications and support quality relationships with students, staff and community**

- Support college standards for student uniform and appropriate student behavior
- Contribute to a guidance centered pastoral care system, for a quality learning environment
- Prepare materials for publication
- Contribute to Board of Trustee Committee meetings, parent meetings, other college community groups and the newsletter

- **Undertake other tasks as agreed with the Principal**

- Provide coverage of duties for other members of the senior management team in the event of their absence

PERSON ATTRIBUTES

- An active interest in students, their curricular and co-curricular activities
- An understanding of and commitment to the Treaty of Waitangi
- Well-developed inter-personal communication and relationship skills that enable the person to work well with a wide variety of people
- Demonstrated performance to a high standard as a teacher
- Demonstrated leadership in a senior Leadership position or as a Head of Department
- Integrity, self-motivation, sound judgement, adaptability, confidence
- Efficient and effective organisational and management skills
- A commitment to school improvement development with a well-considered philosophy of education and a sound appreciation of the process of school development
- A commitment to school improvement through the use of information and communication technology both in learning and in administration processes
- The energy and enthusiasm required to be successful and meet the requirements of the job description

Conditions of Employment

To be employed on the terms and conditions set out in the Secondary Teachers' Collective Employment Agreement.

This position is subject to the requirements of the Children's Act 2014.

Please note: Wellington Girls' College is declared a smoke-free area and has a no smoking policy for staff and students.

Signed:	Employee: _____
	Principal: _____
	Date: _____