



Kerikeri High School

DEPUTY PRINCIPAL JOB DESCRIPTION

<u>Responsible To:</u>	Principal Board of Trustees
<u>Tenure:</u>	Full-time, Permanent Position (8MU, 1SMA)
<u>Primary Expectation:</u>	To contribute to the effective leadership of Kerikeri High School.

KEY ROLES:

A. PLACE IN SCHOOL ORGANISATION

1. Relationship to 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 and positive working relationship between the Principal and the Deputy Principals.
2. School Policy
The Deputy Principals have a leading part to play in the development of school policy and procedures. To provide professional leadership, the Senior Leadership Team meets regularly to discuss and plan the school's leadership, and to co-ordinate and share supervisory and administrative responsibilities.
3. Day to Day Running of School
The Senior Leadership Team must be prepared to make and accept responsibility for general decisions affecting a wide range of people and activities, and the day to day running of the school.

This will involve delegated responsibilities for:

- (i) communication
- (ii) planning
- (iii) staff support
- (iv) co-curricular activities

B. GENERAL RESPONSIBILITIES

1. Leading our Bicultural Journey

Deputy Principals play a significant role in leading the school's continued growth in Te Ao Maori. The Deputy Principal will work closely with Te Kotahitanga, will facilitate and lead whole staff Professional Development, will work closely with Ngati Rēhia and will actively and positively promote Te Ao Māori across our kura.

2. Student Guidance

The Deputy Principals will work closely with the Deans, Assistant Principal and the Counsellors to keep informed and to act on students' progress and issues.

3. Whole School Activities

The Deputy Principals will have responsibility for co-ordination and oversight of specific activities that involve the whole school or large segments of it.

4. Critical Incidents

Deal positively with any emergency situations or with any incidents which may be detrimental to school tone and environment.

C. INDIVIDUAL PORTFOLIOS

These will be finalised by the Principal following negotiation and may be rotated over time. Each Deputy Principal will have curriculum leadership, administration and pastoral responsibility within the school.

D. TEACHING

As required by the Principal.

E. SERVING THE BOARD

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

F. DELEGATED RESPONSIBILITIES

The position of Deputy Principal carries considerable delegated responsibility in every aspect of school life and may include the need to deputise for the Principal. This, in turn, requires:

1. Loyalty to, and support of the Principal and school policy in general. This involves a willingness to consult, contribute and discuss before difficult decisions are made.
2. Willingness to delegate responsibility to a large degree, and at many different levels, to ensure recognition of potential.
3. Encouragement of students to accept responsibility within the school.
4. Enforcement of school expectations i.e. uniform, dress code and behaviour.
5. Development of positive school-community relationships.
6. Promotion of leadership opportunities for students.
7. Promotion of the Te Kotahitanga philosophy in the school.

PROFESSIONAL DEVELOPMENT AND REVIEW

The Deputy Principals are expected to set professional goals and participate in a Professional Growth Cycle.

School organisation is planned to allow maximum opportunity for the Deputy Principals to be creative, to use initiative and to accept responsibility in academic, pastoral and administrative areas.

Discussions with the Principal will help identify strengths, highlight issues needing resolution and confirm professional goals.

The philosophy of Senior Leadership is collaborative and based on our School values.

Deputy Principal

**Mike Clent
Principal**