

JOB DESCRIPTION

Principal: Sean Valvoi

- Position:** Deputy Principal Opapeke School
- Responsible To:** Principal Opapeke School
Opapeke School Board of Trustees via the Principal
- Responsible For:** Assisting the Principal in the overall professional leadership throughout the school. Implementing policies, programmes of work, management of children's conduct and welfare. Supervising and supporting teaching and support staff.

Working Relationships:

Other Deputy Principal & Associate Principal
Senior Teachers and Team Leaders
Class Teachers
Support Staff
Students
Board
Parent Teachers Association
Ministry of Education staff
Parents of Children attending School
Public Health Nurse
Other local schools Deputy Principals/Assistant Principals

- Resources:** Physical Resources of the School
Delegated financial resources
Human Resources i.e. Staff

Key Accountabilities:

1. Leadership of the School

- 1.1 As Deputy to the Principal, the Deputy Principal will act as Principal whenever the latter is out of the School or on leave. She will therefore have the authority that accompanies the responsibility of being its professional and management leader in such situations.

2. Instructional Leadership

- 2.1 The Deputy Principal as one of the senior management of the School will work to maintain and where feasible improve the quality of teaching and learning programmes. This will be achieved by assisting teachers to plan effectively, prepare and monitor programmes and evaluate outcomes in relation to National Education Guidelines, School Curriculum plans, National Standards and relevant policies.
- 2.2 To be directly responsible for the Team Leaders and Teachers of the Year 0 to Year 4 classes, providing guidance, support and feedback on a regular basis.
- 2.3 Although this is predominantly a roaming position it may involve a small teaching component.

3. Leadership of Students

- 3.1 To provide leadership for students by promoting a school climate where students feel valued and secure with their teachers and other children by encouraging everyone to accept and value each person as an individual.

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3.2 To ensure students display high standards of conduct by establishing and enforcing acceptable behaviours and appropriate levels of responsibility.

3.3 Working to ensure any senior student conflicts are resolved with satisfactory outcome for those directly involved.

4. Support Staff

4.1 Professionally support staff in matters relating to discipline when applicable.

4.2 Support staff with pastoral care as appropriate.

5. Communication with Community

5.1 Be available to liaise with community regarding any issues or concerns.

5.2 Liaise with the community on school development matters where necessary.

6. Curricular Leadership

6.1 To provide leadership for staff in learning areas.

6.2 To provide leadership for staff in assessment areas.

6.3 To carry out periodic reviews of the delegated learning areas as expressed in the School Curriculum plans and ensure that they are contemporary and useful for class teachers.

6.4 To assist teachers with suggestions and strategies to help them in their class teaching, planning and assessment.

6.5 Be innovative in approaching curriculum development.

7. Resource Management

7.1 To assist the Principal with school wide organisation of classes and teachers.

7.2 Ensure any delegated budget is spent wisely on appropriate resources and that money spent is properly accounted for.

7.3 In consultation with the Principal and other senior staff make decisions regarding teacher development programmes and personnel involved.

7.4 Assist with maintenance of existing resources and carrying out periodic stocktaking.

7.5 Organise new programmes in line with school vision.

8. Administrative Leadership

8.1 To ensure that the School's day-to-day systems are adhered to in an equitable manner eg. Playground duty, assembly organization, rosters.