



Northcote College

Job Description

Deputy Principal

**Supporting student success through school-wide leadership of
safeguarding, well being and learning support**

Responsible to: The Principal
Reporting to: The Principal
Functional relationship with: Senior Leaders
Teaching and support staff

This job description should be read in conjunction with:

- NZ Code of Professional Responsibility and Standards for the Teaching Profession (Our Code OurStandards)
- The New Zealand Curriculum
- ERO Evaluation Indicators
- Tātaiako
- The Northcote College Strategic Plan and Annual Implementation Plan
- Northcote College Staff Guidelines

Quality senior leadership at Northcote College requires:

- Modelling the school values
- Sharing a clear and compelling direction for the school
- Showing commitment to continual improvement
- Creating the conditions for staff to be motivated to do their best for improved student learning
- Providing a fresh perspective, asking questions that get staff thinking
- Encouraging staff to search for, discuss, assess and try out new ideas
- Keeping staff up to date with education initiatives that have an impact on teaching
- Leading and supporting appropriate cultural engagement
- Promoting the principles of the Treaty of Waitangi
- Consulting staff appropriately before making most important decisions
- Making fair and equitable decisions
- Looking for solutions, not blame
- Working with others to solve problems
- Maintaining integrity in difficult situations
- Caring for staff
- Caring for students
- Identifying and resolving conflict quickly and fairly
- Delivering on promises/commitments
- Developing others' leadership capability

Key responsibilities of the role

Key Responsibilities While specific duties may be altered from time to time in response to student and school needs, individual strengths and the needs of the team, the following list reflects our current thinking around the key responsibilities of the role.
Student Wellbeing and Safeguarding Student wellbeing, safeguarding strategy and implementation Leadership of Deans Leadership of Support Services Liaison with community agencies Learning Support Learning support strategy and implementation Liaison with learning support agencies Enrolments Leadership of enrolment processes Attendance Overview and development of attendance strategy, systems and reporting KAMAR pastoral and attendance Liaison with community agencies Behaviour Expectations and Consequences Code of Expected Behaviour Uniform & Dress Code Standdowns and Suspensions Litter Evaluation and Review Evaluation of selected departments and professional growth of selected HoDs and middle leaders Privacy Privacy Officer Other Equal Employment reporting Co-curricular support

Note: Specific duties may be altered from time to time in response to student and school needs, staff strengths and the needs of the team.