

BARADENE COLLEGE OF THE SACRED HEART - POSITION DESCRIPTION DRAFT

Position Title: Deputy Principal (Director Teaching & Learning) (7MU)	Responsible to: PRINCIPAL
Functional Relationships: - Principal - Senior Leadership Team - School Board - Heads of Faculty / Assistant Heads of Faculty - Liaison with Faculties as negotiated with Principal - Baradene College Teaching Staff - Baradene College Support Staff - Years 7 – 13 students - Parents/Caregivers	Person specification and skills: - Qualified and New Zealand Registered Teacher. - Leadership and ability to use initiative and problem solving. - Administrative and organisation skills. - Interpersonal and communication skills. - Skills in working in and leading an effective team.

PURPOSE OF POSITION:

- To work with the Principal in the running of the school.
- To work collegially as a member of the Senior Leadership Team.
- To work collegially with Heads of Faculty and staff generally.
- To implement relevant Board policies.
- To ensure the teaching and learning programme develops confident, engaged and lifelong learners.

PLEASE NOTE: This is a draft position description. The role is subject to change and be adapted to suit individual strengths and requirements within the College.

KEY RESULTS AREAS	PERFORMANCE INDICATORS	EXPECTED OUTCOMES
LEADERSHIP	- Shows continuous improvement in developing leadership skills. - Demonstrates effective leadership. - Maintains effective and appropriate communication with whole school community.	- Maintains and supports the College's Vision and Strategic Plan and Board of Trustee policies. - Participates fully as a member of the Senior Leadership Team in a collaborative and professional manner including a willingness to undertake new tasks. - Meet regularly with the Principal to report on portfolio areas. - Regular support and liaison with Faculties and attendance at Faculty meetings as required. - Attendance at a variety of co-curricular activities outside one's portfolio area(s) is undertaken as a member of SLT in order to support the co-curricular life of the College. - Actively participates in a regular Professional Learning programme. - Carry out reflection and self-review to achieve on-going improvement. - Contribute to monthly report to the Board on the Strategic Plan - Contribute to the newsletters. - Appointed as Acting Principal and/or deputise for the Principal as required.
SPECIAL CHARACTER	Support of the Special Character of the College.	- Support the 5 Goals of Sacred Heart education, in particular the yearly focus goal. - Assist in planning and organising programmes that reflect the Special Character of the College. - Support and contributions are made to the Catholic life of the College eg. Attendance at College Masses, Year Level Retreats, staff and SLT reflections and other Special Character functions. - Models Christian values.
TEACHING	Role model effective classroom practice.	- Teaching content and methods are up to date. (See Classroom Teacher Job Description and Experienced Teacher Performance Standards). - Teaching load to be negotiated with the Principal as required.
HUMAN RESOURCES	- Appraises staff assigned to. - Staff relief programme is effectively and equitably managed.	- Reviews of nominated staff as per the annual schedule to ensure PGC/appraisal is completed in a timely and effective manner. - One term of organising relief.
PHYSICAL RESOURCES	Prepares and monitors all elements of school financial budget in portfolio.	Financial and physical resources are used effectively to support effective teaching and learning programmes.

	• Ensures careful maintenance of resources. • Encourages resource awareness in liaison faculties.	• Ensure the smooth running of the school continues throughout the undertaking of projects.
PUBLIC RELATIONS	• Actively supports and develops College culture. • Positively promotes Baradene College and its programmes. • Maintains a positive parental interface.	• College ethos is supported. • Positive Year 7 – 13 College profile is established with the College community. • Attendance at EOTC College events as required. • Parents/Caregivers are informed of Years 7 – 13 College activities.
TO PROVIDE LEADERSHIP DEVELOPMENT OPPORTUNITIES FOR STUDENTS	• Students are given opportunities for leadership development and training. • Student voice is actively sought for perspectives on teaching and learning and school activities to enable better student outcomes.	• Responsible for the Academic Council and peer tutoring in the College.
TEACHING AND LEARNING	• Responsibilities relating to Teaching & Learning are carried out	• Overview of Curriculum and Assessment for the College • Timetable & Rooming • School Examinations - senior • Achievement Strategies to Enhance Māori and Pasifika Achievement • Student Tracking and Monitoring • Curriculum Options, Student Course Choice • Scholarship • Oversees Careers Advisors • Oversee Gifted and Talented • Academic Coaching / Peer Tutoring Programme • Student Leaders – Academic Council • PGC Overview • Effort & Progress Assembly • Scholars' Assembly • PGC for teaching staff

		Data analysis and faculty reports on academic results.
PROFESSIONAL LEARNING	Maintain and model lifelong learning.	- Curriculum knowledge and teaching skills are continually updated. - Professional meetings, in-service and appropriate networks for Senior Managers are attended. - Shares insights from in-service and professional readings and contacts with SLT and staff. - On-going Special Character formation is undertaken. - Completes an annual appraisal with the Principal with quarterly/semi annual meetings and reviews to assess requirements of the position, performance and further and development required.
DISCIPLINE SUPPORT	- Discipline matters - School uniform	Supports wearing of appropriate uniform by students
OTHER	Other responsibilities and tasks as negotiated with the Principal e.g. yearly goal setting and strategic planning meetings.	Undertake such other activities, and tasks which are rotated annually or otherwise amongst SLT, as required by Principal to meet Performance Indicators.

Signed: _____

Reviewee _____ Reviewer _____

Date: _____ Date: _____