



# Job Description | Deputy Principal: Head of Middle School | 5SU & 1MMA |

**CHARACTER**

**EXCELLENCE**

**SERVICE**

**FOR THE GLORY OF GOD**

Middleton Grange School |

## General Description

The Deputy Principal responsible for the Middle School is a crucial part of the School's Senior Leadership Team, contributing to the development and implementation of the School's Strategic Goals.

Key components of the position include:

- Strong godly leadership amongst the staff and students
- Commitment to the schools Christian Character in all aspects of school life.
- Leadership of staff to ensure effective and high-quality teaching and learning.

## Accountability and Functional Relationships

The Deputy Principal, Middle School will be accountable to fellow senior leaders, Principal and Board.

Internal functional relationships are with:

- Senior Leadership Team (SLT)
- Curriculum Leaders, Middle School Leadership Team
- Guidance Team
- Teachers and Support Staff
- Students

External functional relationships are with:

- Parents and Caregivers
- Professional Associates
- Other Educational Organisations
- Christian Schools Network

## Matters that must be reported to the Principal

- Breaches of Special Character
- Breaches of Security/Standards
- Breaches of Professional Standards
- Allegations of abuse or other illegal actions

<b>GENERIC TASKS</b>	
<b>Task</b>	<b>Performance Indicators</b>
<p>To work with Senior Leadership Team to be an excellent role model, to monitor the impact of the School's Special Character on the total curriculum, monitor staff involvement in Christian education programmes, implement school development features which focus on the Special Character and promote the Christian school in the wider community.</p> <p>To provide, in conjunction with the principal and other senior leaders appropriate professional leadership which is supportive of general policy direction</p>	<ul style="list-style-type: none"> <li>• Takes part and lead in staff devotions.</li> <li>• Demonstrates a thorough understanding of special character statements within the school's foundational documents.</li> <li>• Take opportunities to integrate the Christian worldview with classroom teaching and other professional practice.</li> <li>• Actively encourages and supports other staff in the above.</li> <li>• Supports the Principal and Board in developing policy to enhance the Special Character of the school.</li> <li>• Undertakes any tasks delegated by the Principal to promote Christian education in the local community and beyond.</li> </ul>
<p>To participate and to take a lead role in development of policies and programmes for the ongoing effective management of the school</p>	<ul style="list-style-type: none"> <li>• Demonstrates an understanding of national requirements for planning and managing school programmes</li> <li>• Demonstrates an ability to plan strategically and to implement operational plans</li> <li>• Understands and appreciates New Zealand's changing social and cultural context</li> <li>• Within delegated areas of responsibility ensures that these changes are heeded and taken into account</li> <li>• Appreciates and understands the content and intent of the Treaty of Waitangi as it relates to education in New Zealand</li> </ul>
<p>To assist in the effective management of school personnel policies, procedures and practices including the school's performance management system.</p>	<ul style="list-style-type: none"> <li>• Demonstrates an understanding of the personnel policies of the school</li> <li>• Assists in the appointments process where appropriate</li> <li>• Takes a role in implementing the performance management system in the school</li> <li>• Motivates and encourages staff to improve quality of teaching and learning</li> <li>• Provides support to all staff in fulfilling their professional tasks</li> </ul>
<p>To take a full role in fostering and developing effective and supportive relationships both within the school and to its community.</p>	<ul style="list-style-type: none"> <li>• Shows an ability to develop sound relationships with staff and with the wider school community</li> <li>• Demonstrates the ability to use a range of communication techniques to address audiences as appropriate</li> <li>• Assists in the day-to-day leadership of the school both generally and in specific areas of delegated authority and provides appropriate feedback</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrates an understanding of consultative management in dealings with the Principal and other staff</li> <li>• Is able to relate appropriately with students in understanding their needs and in communicating school management procedures</li> </ul>
To provide, in conjunction with the Principal and other senior leaders effective internal communication links.	<ul style="list-style-type: none"> <li>• Is able to communicate effectively with staff and students</li> <li>• Maintains workable links between senior leadership and staff in delegated areas of responsibility</li> <li>• Acts as an effective liaison between staff, students, and school leadership</li> <li>• Provides appropriate and understandable information to staff and students on school events and issues as deemed appropriate according to delegation</li> <li>• Is able to articulate to the school and its community, policies and procedures relating to the school.</li> </ul>
To effectively manage, within delegated limits, financial and asset resources to support the teaching and learning programmes.	<ul style="list-style-type: none"> <li>• Demonstrates an understanding of the need to manage school assets appropriately and effectively</li> <li>• In line with delegated authority implements school policies relating to financial and asset management</li> </ul>
To participate, as appropriate in own personal professional development in line with school development needs and identified professional objectives	<ul style="list-style-type: none"> <li>• Participate in performance management system within the school as it relates to personal performance</li> <li>• Seeks to enhance own understanding of pedagogical and management practices</li> <li>• Takes professional development opportunities to support and enhance own personal development</li> </ul>
<b>Day to Day Management</b>	<ul style="list-style-type: none"> <li>• Support 'Ko Wai Tatou'</li> <li>• Walk-throughs</li> <li>• Contribute to School Newsletter</li> <li>• Maintaining Uniform Standards</li> <li>• Maintain Standards of Behaviour and dealing with incidents of serious misbehaviour</li> <li>• Social Culture Plan</li> <li>• Leadership of Assemblies</li> <li>• Prizegiving</li> <li>• Liaise with Learning Support</li> <li>• Annual Reports and Term Reports</li> <li>• Appointment Panels</li> <li>• Budget Holder – various budgets</li> <li>• Enrolments</li> <li>• Oversee Assistant Head of Middle School, Team Leaders, and Deans</li> <li>• Member of Curriculum, A &amp; R, Waiora Committees</li> <li>• At-Risk Student Register</li> <li>• Student Leadership and Service</li> </ul>

**Teaching Component**

- Teach 4 periods per week or equivalent
- The Deputy Principal, Middle School will also assume opportunities to work in classes from time-to-time, e.g., one-off lessons, reading to classes, storytelling, taking occasional devotions etc.

*“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.” Colossians 3:17*

The appointment should be based on a strong calling from the Lord as agreed by both the School and the individual. The Deputy Principal should be a leading servant seeking to serve the rest of the school community in achieving the Mission Statement and Strategic Goals of the School. It should be noted that, while detailed, this job description is not exhaustive and the Principal may, at his discretion, vary these responsibilities as required.