



Position Description

Position:	Deputy Principal
Department:	Senior Leadership Team
Responsible To:	Principal
Engagement Type:	Permanent
Purpose:	The Deputy Principal, in association with the other members of the Senior Leadership Team, is responsible for leading and managing the school in the achievement of its vision in a manner consistent with the school charter, the strategic plan, Board policies, and all statutory and regulatory requirements.

KEY RESPONSIBILITIES/JOB DUTIES

- Provide professional and strategic leadership to fulfil the school's strategic plan and priorities.
- Provide professional and strategic leadership which reflects the school's commitment to high quality teaching and learning and supports student engagement, learning, progress and achievement.
- Provide professional and strategic leadership which reflects the school's commitment to student wellbeing and the school's Ākonga Profile.
- Plan, implement and evaluate programmes, in consultation with the Principal and SLT, that meet national requirements, and are consistent with the school's charter and strategic plan and annual goals.
- Provide professional and strategic leadership with allocated portfolios.
- Provide information and communicate effectively with the Principal, Board, members of the Senior Leadership Team and staff on portfolios and other areas of delegated responsibility, as required.
- Assist in developing, promoting and maintaining a school culture that actively encourages and reflects Wakatipu High School's key values: excellence, responsibility, resilience, inclusion and respect.
- Embrace Mātauranga Māori and support the development of bicultural capabilities across the learning community.
- Reflect and evaluate individual and team performance and demonstrate a commitment to on-going learning and professional development.
- Support, coach and develop staff to learn new skills and take on new responsibilities and/or leadership roles.
- Work closely with all members of the learning community to promote and maintain a positive culture that values 'people' and 'performance'.
- Ensure mana-enhancing relationships are developed and maintained at every layer of the organisation.
- Adopt a consultative approach with the Principal and other staff on issues relating to school operations and policy.
- Understand and operate within the limits of the delegated authorities.
- Other duties as reasonably required.

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform any reasonable and lawful duties outside of their normal responsibilities from time to time, as requested by their line manager.