BALMACEWEN
INTERMEDIATE

Balmacewen Intermediate School

Job Description

Deputy Principal - Pastoral

Responsible to:	Principal
Functional Relationships with:	Board of Trustees, Senior Leadership Team, Teaching Staff, Support Staff, Learning Support Coordinator, Sport Coordinator, Student Support Administrator, Caretaker, Ministry of Education, Students, Parents and Caregivers, External Agencies, New Era
Staff reporting to you:	Learning Support Coordinator, Office Receptionist - Attendance

Key Responsibilities

• Create an environment that supports Te Ara Balmac and our PERK values
• Always act as a positive role model for staff and students.
• Deputise as Acting Principal in the Principal's absence as required.
• Assist with the development and implementation of the Balmacewen Intermediate Strategic Plan with particular focus on student wellbeing and pastoral care.
• As a member of SLT, contribute to the development of detailed annual plans related to student wellbeing and pastoral care.
•.Monitor progress against the strategic and annual plans, and provide regular updates to the Principal and Board. Consider adjustments to the plans as necessary to ensure goals are being achieved.
•.Lead projects, interventions, programmes, or other activities aligned with strategic or annual plans, or as otherwise requested.
• Assist with the extra-curricular student programme.

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Professional Leadership

The Deputy Principal will provide professional Leadership:

• by being a member of the senior leadership team

• aspiring to improve your leadership and professional abilities through professional development.

• taking responsibility for the portfolios assigned to you and being the leader in these areas. This may include the input and guidance of other SLT team members.

• shared responsibility with other SLT members in the absence of the Principal.

Duties

• Oversee pastoral care of individuals, groups, and classes in consultation with the year 7 & 8 Deans.

• Hold weekly meetings with the Learning Support Coordinator (LSC) to address pastoral issues and needs. Assist with MOE applications and support with meetings where required.

• Monitor and report on attendance and pastoral data for all year levels, identifying trends and any possible interventions.

• Oversee the Lunchtime Reset Room with the support of the Principal and other SLT as required.

• Demonstrate a high degree of professionalism and discretion when addressing student pastoral matters with staff.

• Lead and support teachers with pastoral care and discipline incidents. This includes investigating incidents, contacting families and if required recommending the use of stand down or suspension.

• Communicate effectively with parents and caregivers to address issues and share successes.

• Build positive and constructive relationships with relevant local support providers (including private and ministry providers).

• Completing where needed IRF, IWS, ORS, RTLB applications to access funding for students.

• Encourage students to exhibit the expectations of Balmacewen Intermediate in terms of behaviour, attendance, punctuality, uniform, Te Ara Balmac and our PERK values.

• Model to students, staff, and parents the attitudes and behaviour's reflecting Te Ara Balmac and our PERK values.

• Relievers and release. Coordinating all day to day relief, teacher release, along with speaking with the Sports Coordinator/TIC of Sports and Kapa Haka kaiako/kaimahi.

• Work alongside the Curriculum Deputy Principal and the LSC in developing a framework that ensures equal outcomes for learners.

• Deliver Professional Development presentations to staff related to pastoral care where applicable, or coordinate the delivery of these by external subject matter experts.

• Lead the delivery of Open Night and Meet the Teacher evening, coordinating other staff.

• Attend regular Senior Leadership meetings, providing thoughtful, considered, and positive contribution to decision making.

• IT Liaison - Liaise with New Era to address IT issues

• Oversee Attendance with the support of the Office Receptionist. Determining what level of intervention is required to address attendance concerns which may include Otago Youth Wellness Trust (OYWT) or other relevant agencies.



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In all public forums support the SLT decisions and policies.

• Maintain a visible presence around school to maintain high standards of student behaviour.

• Assist with any other reasonable and appropriate tasks as requested by the Principal.

Other leadership and administrative responsibilities may be assigned from time-to-time, based on requirements.