Job Description:
Deputy Principal / SENCo

Position Title	*Deputy Principal / SENCO / Teacher*
Responsible to:	*Principal, Te Uku School Board*
Working Relationships	Internal: *Principal, Te Uku School Board, Team Leads, Teaching and Support Staff, Students and Whānau* External: *RTLB, MOE, SWiSS, External Agencies & Specialists, Professional Networks, PLD Providers*
Remuneration:	2 x Permanent Management Units 1 x Fixed Term Management Unit (SENCo)
Hours:	As per collective agreement
Employment Status	Permanent Classroom Teacher (0.90) Permanent Deputy Principal x 2 MUs (0.1 Release) SENCO x 1 Fixed Term MU

Primary Objectives

- To work closely with the Principal and other members of the leadership team to provide strategic direction, drive professional learning, and uphold the school's vision, values, and annual targets.

Objectives from the Educational Leadership Capability Framework

- Building and sustaining high trust relationships
- Ensuring culturally responsive practice and understanding of Aotearoa New Zealand's cultural heritage, using Te Titiri o Waitangi as the foundation
- Building and sustaining collective leadership and professional community
- Strategically thinking and planning
- Evaluating practices in relations to outcomes
- Adept management of resources to achieve vision and goals
- Attending to their own learning as leaders and their own wellbeing
- Embodying the organisation's values and showing moral purpose optimism, agency, and resilience
- Contributing to the development and wellbeing of education beyond their organisation

Role Responsibilities
The Deputy Principal works in partnership with the Principal, Board and wider leadership team to provide educational leadership that promotes high-quality teaching and learning, positive outcomes for all learners, and continuous school improvement. As a member of the Senior Leadership Team, the Deputy Principal plays a key role in shaping the strategic direction of Te Uku School, strengthening teacher capability through professional learning, coaching and mentoring, and fostering a positive, inclusive and collaborative school culture. They will contribute to the development, implementation and monitoring of systems and initiatives that support the school's strategic priorities, while promoting the wellbeing, engagement and achievement of all learners. The Deputy Principal will maintain a classroom teaching role whilst providing leadership across the school, supporting effective day-to-day operations and undertaking Acting Principal responsibilities when required. They will model the school's values and vision, demonstrating integrity, professionalism, strong relationship-building skills and a commitment to the ongoing success of Te Uku School.

Expectations - Key Responsibilities	
Strategic Leadership and School Improvement	● *Contribute to the development and implementation of the Strategic Plan and Annual Plan.* ● *Support the monitoring, evaluation, and reporting of strategic priorities.* ● *Provide leadership that aligns with the values and vision of Te Uku School.* ● *Actively contribute to school-wide improvement initiatives.* ● *Undertake Acting Principal responsibilities when required.* ● *Work collaboratively with the Principal to strengthen systems, processes, and organisational effectiveness.* ● *Model high professional standards, integrity, and ethical leadership.*
Teaching and Learning Leadership	● *Model highly effective classroom practice.* ● *Lead curriculum implementation and development.* ● *Promote evidence-informed teaching and learning practices.* ● *Support teachers to improve learner outcomes through effective planning, assessment, and evaluation.* ● *Support the analysis and use of achievement and engagement data.* ● *Support moderation and assessment practices across the school.* ● *Ensure teaching programmes reflect the New Zealand Curriculum and Te Mataiaho.* ● *Support initiatives that enhance student engagement, achievement, and wellbeing.*
Learning Support and Inclusion (SENCo)	● *Lead the school's learning support and inclusion programmes.* ● *Coordinate support for students with diverse learning, behavioural, wellbeing, and pastoral needs.* ● *Facilitate collaborative planning for students requiring additional support.* ● *Build strong partnerships with whānau, external agencies, RTLB, Ministry personnel, and specialists.* ● *Coordinate funding applications and support programmes where required.* ● *Maintain effective systems for identification, monitoring, and tracking of priority learners.* ● *Support staff to develop inclusive teaching practices that enable all learners to participate, progress, and succeed.* ● *Champion an inclusive culture where diversity is valued and every learner experiences belonging and success.*
Coaching, Mentoring and Professional Growth	● *Coach, mentor, and support teachers to improve practice and learner outcomes.* ● *Support the implementation of the Professional Growth Cycle.* ● *Build teacher capability through observation, feedback, professional dialogue, and reflective practice.* ● *Assist with induction programmes for new staff.* ● *Contribute to the design and facilitation of professional learning opportunities.* ● *Foster a culture of inquiry, collaboration, and continuous improvement.* ● *Support Team Leads in their coaching and mentoring responsibilities.*
School Culture, Relationships & Wellbeing	● *Build and sustain high-trust relationships with staff, students, whānau, and the wider community.* ● *Promote a positive, inclusive, and culturally responsive school environment.* ● *Support staff wellbeing and professional growth.* ● *Demonstrate a commitment to Te Tiriti o Waitangi and culturally sustaining practices.*

	● *Model relational leadership, empathy, respect, and professionalism.* ● *Support positive behaviour approaches and restorative practices.* ● *Actively contribute to strengthening Te Uku School's culture and sense of belonging.*
Operational Leadership	● *Support effective day-to-day school operations.* ● *Assist with the development and review of school systems and procedures.* ● *Support health and safety requirements and compliance obligations.* ● *Contribute to school organisation, events, and administration.* ● *Support effective communication systems across the school.*

Professional Expectations

The Deputy Principal will:

- *Meet and uphold the Teaching Council Standards for the Teaching Profession.*
- *Demonstrate the Educational Leadership Capabilities Framework in practice.*
- *Engage in ongoing professional learning and leadership development.*
- *Maintain confidentiality and professional integrity.*
- *Model the values and expectations of Te Uku School.*
- *Act in accordance with all relevant legislation, school policies, and procedures.*

Leadership Capabilties

The Deputy Principal will demonstrate the ability to:

- *Build and sustain high-trust relationships.*
- *Ensure culturally responsive leadership and practice.*
- *Build collective leadership and professional capability.*
- *Think strategically and lead change.*
- *Evaluate practices in relation to learner outcomes.*
- *Lead with moral purpose, optimism, resilience, and integrity.*
- *Promote wellbeing and belonging for both students and staff.*
- *Contribute positively to the wider education community.*

Declaration:

Approved by:	*Signature of the person with the authority to approve the job description (Shirley Bailey: Principal)*
Date approved:	*Date upon which the job description was approved*
Reviewed:	*Date when the job description was last reviewed*
Appointee:	*Signature of the appointee*
Date appointed:	*Date upon which the appointee has been offered the position* *Date Signed Revised/Reviewed Job Description:*