Deputy Principal (Curriculum)

Person Specification

Tararua College seeks an experienced and forward-thinking educational leader who is committed to promoting excellence, involvement and respect across all aspects of school life. The successful applicant will be an outstanding educator and leader with the ability to inspire staff, strengthen curriculum innovation, and support equitable outcomes for all learners.

Essential Experience and Capabilities

The successful applicant will demonstrate:

- Proven success in middle or senior leadership within a secondary school setting.
- Deep understanding of the New Zealand Curriculum, assessment practices, NCEA requirements, and current educational developments.
- Experience leading curriculum design, implementation, review and evaluation.
- Demonstrated ability to lead professional learning and development programmes that improve teaching and learning outcomes.
- Strong knowledge of culturally responsive and relational pedagogies, with a commitment to Te Tiriti o Waitangi and equitable outcomes for all learners.
- Experience in coaching, mentoring and developing teaching staff.
- The ability to use evidence and achievement data to inform strategic decision-making and school improvement.
- Excellent communication, presentation and interpersonal skills.
- Strong organisational and project management capabilities.
- The ability to build productive partnerships with whānau, staff, students and the wider community.
- Effective problem-solving, conflict resolution and negotiation skills.
- Resilience and professionalism when working in complex and demanding situations.
- The ability to manage change effectively while maintaining positive relationships.

Personal Attributes

The successful applicant will be:

- A collaborative and strategic leader.
- Honest, ethical and trustworthy.
- Student-centred and committed to high expectations for learning and wellbeing.
- Calm, approachable and decisive under pressure.
- Reflective, growth-oriented and committed to ongoing professional learning.
- Visible and engaged within the school community.
- Able to have courageous and constructive conversations with students, staff and whānau when required.
- Committed to the values of Tararua College: Respect, Involvement and Excellence.

Job Description

Deputy Principal (Curriculum)

Purpose of the Role

The Deputy Principal (Curriculum) works as a member of the Senior Leadership Team to provide professional educational leadership that enhances teaching, learning, curriculum delivery and student achievement across the College. The role supports the principal in implementing the strategic goals of the school and ensuring high-quality educational outcomes for all learners.

Key Relationships

Responsible to: Principal

Works collaboratively with:

- Principal and Senior Leadership Team
- Heads of Department
- Alternative Education staff
- Teaching and support staff
- Students and whānau
- External agencies and education providers

Direct responsibility for:

- Heads of Department
- Alternative Education Centre
- Gateway and external pathways programmes
- Professional Learning and Development
- Curriculum development and implementation

Key Leadership Responsibilities

Strategic Curriculum Leadership

- Lead the strategic development, implementation and review of curriculum programmes across Years 9-13.
- Promote innovative and effective teaching and learning practices.
- Ensure curriculum programmes meet the diverse needs of learners and align with national requirements.

- Oversee implementation and ongoing development of the Junior Curriculum and Junior Diploma programmes.
- Support departments to monitor and improve student achievement outcomes.
- Use student achievement data to identify trends, inform decision-making and guide improvement initiatives.

Professional Learning and Growth

- Lead and coordinate the school's Professional Learning and Development programme.
- Support the Professional Growth Cycle and appraisal processes.
- Mentor and support middle leaders and teaching staff.
- Promote reflective practice and continuous improvement.

Curriculum Operations

- Oversee preparation and publication of curriculum and course information.
- Coordinate Course Booklets and curriculum handbooks.
- Lead reporting processes, including reporting procedures and Learning Conversations.
- Coordinate enrolments and programmes associated with Te Kura, VLN and other distance-learning opportunities.
- Oversee Gateway and other alternative and vocational pathways programmes.
- Oversee International exchange student enrolments.
- Coordinate Senior Subject Information Evening.
- Oversee stationery list preparation and curriculum-related student resources.

Staff and School Organisation

- Assist with day-to-day school organisation and operational leadership.
- Develop and maintain staff duty rosters.
- Provide curriculum leadership during school events and activities.
- Contribute to staff meetings, assemblies and Senior Leadership Team initiatives.
- Act on behalf of the principal when required.

Alternative Education and Pathways

- Provide oversight and leadership of the Alternative Education Centre.
- Ensure effective transitions and pathways for students accessing alternative programmes.
- Develop relationships with external providers and community organisations supporting student pathways.

Student Achievement and Engagement

- Promote high expectations for student achievement and engagement.
- Work collaboratively with Deans, Heads of Department and learning support staff to improve outcomes for priority learners.
- Support school-wide initiatives that strengthen attendance, engagement and achievement.
- Foster positive relationships with students and whānau.

Shared Senior Leadership Responsibilities

As a member of the Senior Leadership Team, the Deputy Principal (Curriculum) will:

- Contribute to strategic planning and school improvement initiatives.
- Support school-wide student wellbeing, guidance and discipline processes.
- Promote and model the values and expectations of Tararua College.
- Participate in policy development and implementation.
- Support staff wellbeing and positive workplace culture.
- Represent the College within the wider community.
- Contribute to assemblies, ceremonies, community events and school promotions.
- Support the development and maintenance of a safe and inclusive school environment.
- Undertake additional duties delegated by the principal.

Professional Expectations

The Deputy Principal will:

- Uphold the Standards for the Teaching Profession and the Teaching Council Code of Professional Responsibility.
- Participate fully in the school's Professional Growth Cycle.
- Engage in ongoing professional learning and leadership development.
- Demonstrate commitment to Te Tiriti o Waitangi, culturally responsive practice and inclusive education.
- Maintain the highest standards of professionalism, confidentiality and ethical conduct.

Teaching Commitment

The Deputy Principal will maintain a teaching programme as determined by the principal and staffing structure of the College.