TWIZEL AREA SCHOOL

Job Description for Deputy Principal - Senior School Yr 11-15 Leadership

4 permanent units

Deputy Principal Leadership Commitment for TAS

- Be personally invested in being an effective school leader and team member
- A strong commitment to Te Tiriti o Waitangi principles and culturally responsive practice
- Can competently lead complex projects, execute strategic change, and apply rigorous evaluative processes for school and professional improvement
- Exceptional interpersonal skills and professionalism, demonstrate the ability to build high-trust relationships, foster staff agency and accountability. Maintain confidentiality and professional integrity.
- Can navigate and positively manage challenging conversations to address the conflicts and dilemmas that arise in a school community ***positively.***
- Model the school's values and professional standards.
- Strong administrative capability and excellent time management

Key Responsibilities

1. **Yr 11-13 leadership - Curriculum, Systems, Engagement and Performance,**
2. **Teaching and Learning - Developing Teaching Capability (focussing on teaching, learning and assessment) and *growth teachers and support staff.***

Key aspects of DP Curriculum and Pedagogical Leadership Position

- Providing professional leadership to grow capability, pathways and performance in senior school.
- Align curriculum, pastoral and pedagogy growth with the redevelopment of Year 11-13 pathways, inclusive of school vision, community aspirations and student voice.
- Foster student capability and agency
- Provide professional leadership to implement teaching and learning practices, build staff capacity, and support student learning and improved learning outcomes for students
- Support the effective operation of Twizel Area School. Work as an effective and professional member of the staff team, leading growth and improved performance outcomes for ākonga, staff and whānau
- Actively contribute to strategic leadership and change management
- Uphold self as a professional in all aspects of the teaching profession.

Key Relationships

Internal: Principal, Senior Leadership Team, Teachers, Teacher Aides, Guidance and Wellbeing Staff (Deans), Learning Area Leaders, Administration staff and caretaker, cleaners.

External: Parents, caregivers, and whānau, Board of Trustees, Ministry of Education Learning Support Staff and Advisors, external PLD providers, RTLB, Iwi and Māori partners, Health and Social Service providers and community organisations.

Role description	Responsibilities and Performance Indicators Note there may be a sharing of pedagogy duties /double up of a specific role, dependent on school needs and successful candidate expertise	Variations
Providing professional leadership to grow capability, pathways and performance in senior school. Align curriculum, pastoral and pedagogy growth with the redevelopment of Year 11-13 pathways, inclusive of school vision, community aspirations and student voice. Foster student capability and agency Provide professional leadership to implement teaching and learning practices, build staff capacity, and support student learning and improved learning outcomes for students Support the effective operation of Twizel Area School. Work as an effective and professional member of the staff team,	<u>Lead the Senior School Syndicate Yr 11-13</u> ● Driving senior school development. Facilitating growth, coaching, and leading learning ● Transition from NCEA to the new system and curriculum development ● NCEA and new system management ● Align curriculum changes with pedagogy across years 11-13 ● Facilitating growth, coaching, and leading learning ● Planning, assessment, reporting for learning across years 11-13 ● Careers and pathways ● Pastoral ● Staff wellbeing support Learning Opportunities ● Distance learning ● STAR ● Gateway ● Senior student leadership ● Oversight of student Opportunities (Duke of Edinburgh, Foundation Learning) ● Facilitating rich learning, engagement and student agency Coaching and mentoring staff across years 11-13, including modelling practice and planning as an expert teacher. Coach teachers through professional discussions, observation and developing critical reflection, support plans, and interventions. Engage in PLD alongside staff to coach and support the teaching and learning practices, and the implementation and change in practice Assisting Pedagogy and Pastoral DP and Curriculum and Pedagogy DP with facilitating the growth cycle and professional learning groups of teachers and support staff across the school Achievement review, tracking progress and working with the Pedagogy + Curriculum Leads to analyze data on SMS, to address school needs, growth, and opportunities. Report to the Principal, staff, and Board on Years 11-13 Leading student, teacher and whānau learning partnerships for years	Some flexibility in how roles are allocated between DPs. This could be considered on the basis of experience/ expertise. <u>Day-to-day administration</u> Term of organizing relief Leadership of school activity - extra curricula

leading growth and improved performance outcomes for ākonga, staff and whānau Actively contribute to strategic leadership and change management Uphold self as a professional in all aspects of the teaching profession	11-13 and organizing Parent Conferences Promoting student leadership - Developing student leadership, including a framework and a pathway for TAS, across the school. Coach and supporting student leadership alongside the student leadership team, providing opportunities to enable the growth of student leadership, and the pathway of leadership across years 1-13. Induction and nurturing of senior school staff Either the Principal Nominee or The Principal Nominee is reporting to Senior School leader in regard to all matter concerning NZQA (including CAA) **<u>Leadership Team member:</u>** ● Coaching and mentoring staff across years 1-13, including modelling practice and planning as an expert teacher. ● Coach teachers through professional discussions, observation and developing critical reflection, support plans, and interventions. ● Facilitating the growth cycle and professional learning groups of all staff, teachers, and support staff across the school. Leading Wednesday Wisdom PLD for staff ● Will need to participate in PLD, teach the practice and model this to staff, mentor staff, and develop school documentation, focus on sustainable practice over time - pedagogical growth and development of initiatives - embedded practice ● Actively contribute to strategic leadership and change management ● Support induction of staff ● Coach and supporting student leadership, providing opportunities to enable the growth of student leadership, and the pathway of leadership across years 1-13. ● Support Staff and student Wellbeing	

<u>Declaration:</u>

Approved by:	*Signature of the person with the authority to approve the job description*
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*