LYTTON HIGH SCHOOL
DEPUTY PRINCIPAL APPOINTMENT 2027
INFORMATION PACKAGE FOR APPLICANTS

Lytton High School is an innovative and successful school dedicated to meeting the diverse needs of our students, so that each may develop to their potential and achieve success.

Contents

1 Overview

2 Appointment Timeline

3 Application Process

4 Person Specification

5 Job Description

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APPOINTMENT TIMELINE

Advertising	27/11/2026
Applications close	1pm 18/12/2026
Shortlisting	TBC
Reference checking	TBC
Non-shortlisted applicants advised by	TBC
Interviews (tbc)	TBC
Interviewed candidates advised of decision	TBC
Start Date	Term 1 2027

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APPLICATION PROCESS

Curriculum Vitae
Please send in your CV including a covering letter and at least two referees.

Your Ideas:
Please also send in a written response to the following questions. Please answer concisely – certainly no more than 250 words per question are required.

1. As a Deputy Principal you will be expected to co-lead Lytton High School's drive to build and deliver a 21st century curriculum which is both inclusive and responsive. How will you set about meeting this key responsibility and what methods do you suggest are used to evaluate the success of our strategies?

2. Lytton High School is a Te Kotahitanga school. We respond to students' needs, encourage their contributions and value their input into decision making. How will you work to enhance Lytton High School's Te Kotahitanga practices?

3. What will you bring to the position of Deputy Principal at Lytton High School High School? You should consider commenting as to how your abilities, knowledge, experience and educational philosophy will benefit Lytton High School.

4. Professional qualities – Please describe your extra involvement in educational areas and in the community.

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PERSON SPECIFICATION

Lytton High School is seeking a Deputy Principal who:

- Truly cares about our students, respects and engages with them as individuals, and is keen to celebrate their successes.

- Is passionate about promoting excellence in teaching and learning and has a clear vision as to how this can be achieved.

- Will be an effective, visible and approachable leadership presence, gaining the respect of staff, students and the community and proactively reinforcing Lytton High School's key values and positive school tone.

- Has demonstrated a commitment to meeting the increasing diversity of students' needs including experience in working with Māori students and Whānau.

- Has an effective and innovative management style ensuring the ability to solve problems, promote ideas and manage relationships, delegations and resources.

- Is an astute strategic and operational planner who identifies tasks, determines priorities, establishes systems and successfully implements initiatives.

- Is a clear and strategic thinker, able to work confidently and communicate effectively with the Principal, other senior leaders, and staff in further developing and implementing Lytton High School's vision.

- Has a thorough understanding of current educational developments, appreciating the wider context within which schools function.

- Is politically savvy, able to negotiate and sustain effective external collaborations and build community links that encourage local involvement and commitment.

- Is a registered teacher with appropriate qualifications and is a proven leader as a senior manager working with secondary students.

- Is fair and consistent when interacting with students, parents and staff, and is able to address difficult issues and make hard decisions.

- Has integrity, strong people skills, a sense of humour and very broad shoulders.

- Understands school obligations under the Treaty of Waitangi and has the passion, drive and commitment to support Māori students and their whānau to achieve and succeed.

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JOB DESCRIPTION

SCHOOL MISSION STATEMENT
To prepare students for their future by providing a balanced education that encourages the full development of each student within a caring environment and in partnership with the community.

RESPONSIBLE TO
The appointee is ultimately responsible to the Principal in all professional and administrative matters.

RESPONSIBILITIES
1. To deputise for the Principal as and when required.

2. To work with the Principal and the Senior Management Team in overseeing and evaluating school operations.

3. To work with the Principal and senior staff in planning, implementing and evaluating existing and proposed school policies in liaison with the Board of Trustees.

4. To assist the other Deputy Principals with the day to day running of the school.

5. To be actively involved in maintaining positive school-community relationships, to promote the interests of the school in the community and to be aware of the community's expectations of the school.

6. To provide effective leadership within the school community by being a loyal and supportive member of the Senior Management Team, and with the Senior Management Team maintaining high standards of performance and conduct by all members of the school community.

7. To teach up to two classes and have a Learning Advisory.

8. Other responsibilities as determined in consultation with the Principal from time to time and as negotiated among the Senior Management Team.

KEY TASKS
To be negotiated upon successful appointment to the position