



# Christchurch Girls' High School | Te Kura o Hine Waiora

Manaakitanga. Whanaungatanga. Aroha. Rangatiratanga.

## Te Whakatūranga ō Mahi

## POSITION DESCRIPTION

### Deputy Principal | *Tumuaki Tuarua*

<b>Reports to</b>	Principal   <i>Tumuaki</i>
<b>Functional Relationships</b>	<ul style="list-style-type: none"><li>• Deputy and Assistant Principals</li><li>• Business Manager</li><li>• Director of Boarding</li><li>• Student Support Staff e.g. Deans, HODs</li><li>• Teachers</li><li>• Support and Administration Staff</li><li>• Parents, whānau and school community</li></ul>
<b>Position details</b>	Permanent Full-Time

### Responsibilities

As a key member of our staff, the Deputy Principal | *Tumuaki Tuarua* will lead with our values:

#### **Manaakitanga**

Leading with moral purpose

#### **Whanaungatanga**

Leading by building and maintaining authentic relationships

#### **Aroha**

Leading with empathy and understanding

#### **Rangatiratanga**

Leading with Mana and empowering others

It is vital that senior leaders work cooperatively to lead the strategic direction and ensure the vision of the school can be achieved. The successful candidate will have proven experience as a leader with the ability to lead teaching, learning and curriculum initiatives, lead professional learning and development, and mentor and support staff professionally and personally to build capability and capacity across the school.

*\* This job description provides guidance, but the exact portfolio will be negotiated as part of the appointment process.*

*\*\*Portfolios are delegated by the Principal | Tumuaki and will be negotiated and reviewed over time to balance individual strengths with ongoing professional growth and equitable distribution of administrative tasks.*

### Personal Attributes |

#### *Kā Āhuatanga Whaiaro*

- A highly effective, enthusiastic, and inspirational teacher (NZ registered) with a proven record of excellence as an educational practitioner
- An experienced leader with high quality administrative and organisational capability, digital competence, and good interpersonal skills

- Has proven leadership strength and experience in the areas of curriculum, pastoral care and leading professional development
- Has strong pastoral and academic pedagogical knowledge based on up-to-date research
- Has strength in strategic leadership and proven ability to lead change for improvement
- The ability to work as a team member, be proactive, flexible, and reliable and lead by example
- Consultative, solution-focused and success oriented
- Relates well to young people and has a genuine interest in their education and welfare
- A commitment to quality, professionalism, and high standards
- Maintains a high degree of confidentiality and trustworthiness
- Has personal integrity and a commitment to fair and equitable outcomes
- Demonstrates high levels of social and emotional intelligence
- Shows commitment to ongoing professional learning and development and ability to lead it
- Demonstrates a high standard of personal presentation

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## Primary Objectives | Whāinga

- As a member of the Senior Leadership Team, contribute effectively to the overall leadership, operation, administration and management of Christchurch Girls' High School | *Te Kura o Hine Waiora* promoting the vision, values and strategic direction of the school
- Support the Principal | *Tumuaki* as required and deputise as requested
- Provide professional leadership in delegated portfolio and to further school wide priorities, whilst being innovative and future-focused.
- Provide leadership support for delegated areas of individual responsibilities, supporting, coaching and mentoring staff as required
- Focus on improving student learning and achievement, ensuring equity and excellence
- Actively promote a culture of student and staff wellbeing, engagement, positive behaviour, growth and development
- Effectively manage and deal expeditiously with student wellbeing, attendance and engagement issues, behaviour or concerns as needed
- Assist in implementing school policies, procedures and programmes with a commitment to continual improvement
- Provide a good role model for students concerning personal standards and professional conduct, including courtesy, respect, self-discipline and punctuality
- Foster positive relationships within the school and its' community and ensure a positive and respectful learning environment is maintained
- Follow the Code of Professional Responsibility and Standards for the Teaching Profession
- Work with the Principal | *Tumuaki* and Board in the school's best interests and in maintaining a positive, professional and improvement focused culture
- Contribute to co-curricular and extracurricular activities, and wider aspects of school life

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## Limits of Authority

- Education Acts and other relevant Acts and Regulations, Policies of the school and Board
  - Any policy change must be in harmony with the School's goals, policies, and administrative structures
  - The Deputy Principal | *Tumuaki Tuarua*: will be a member of the Senior Leadership Team consisting of the Principal and Assistant and Deputy Principals
  - All expenditure must be approved by the Principal | *Tumuaki*
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## Key Accountabilities | Ngā Takohanga

Key Tasks	Key Objectives	Expected Outcomes
<b>Teaching and Learning, and Curriculum Responsibilities</b>	<ul style="list-style-type: none"> <li>Teaching load approximately 0.3 FTE as required by the Principal   <i>Tumuaki</i></li> <li>Effectively demonstrate the qualities of an NZ registered teacher with a proven record of excellence as an educational practitioner</li> <li>Meet the requirements of the Code of Professional Responsibility and Standards for the Teaching Profession</li> <li>Provide high quality education and a stimulating learning environment where students gain self-confidence and become successful independent learners</li> <li>Use effective up to date pedagogies to improve teaching and learning, and increase student achievement</li> <li>Effectively use assessment, evaluation and data to improve school wide student outcomes.</li> <li>Contribute to departmental planning, administration and resource development</li> <li>Participate in professional learning and development activities such as those provided by professional associations</li> <li>Proactively participate in the school's performance management system with a growth and development focus</li> </ul>	<ul style="list-style-type: none"> <li>Effective teaching and learning evidenced through successful student outcomes</li> <li>The Code of Professional Responsibility and Standards for the Teaching Profession are evidenced in practice</li> <li>High quality education in a stimulating learning environment supports student self-confidence, independence and success as a learner</li> <li>Pedagogical practices are effectively used to improve teaching and learning and increase student achievement.</li> <li>Assessment, evaluation and data are used to improve school wide student outcomes.</li> <li>All staff contribute to departmental planning, administration and resource development</li> <li>Proactive participation in professional learning and development improves performance</li> <li>Proactive participation in the school's performance management system is growth and development focussed</li> </ul>
<b>Te Tiriti o Waitangi partnership</b>	<p><b>Demonstrate commitment to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand</b></p> <ul style="list-style-type: none"> <li>Specifically, and effectively address the educational aspirations for Māori learners, displaying high expectations for their learning so Māori achieve educational success as Māori</li> <li>Demonstrate respect for the histories, heritages languages and cultures of both partners to the Treaty of Waitangi/Te Tiriti o Waitangi</li> <li>Practice and develop the use of te reo Māori me ngā tikanga</li> </ul>	<ul style="list-style-type: none"> <li>Pronounce and use Māori names and words correctly</li> <li>Develop Māori language knowledge appropriate to the learning area</li> <li>Incorporate elements of Te Reo and Tikanga Māori into lessons and classroom</li> <li>Participate in Māori cultural events and developing understanding of local protocols, tikanga and kawa where relevant</li> </ul>
<b>Professional Leadership</b>	<ul style="list-style-type: none"> <li>Support the Principal   <i>Tumuaki</i>, Business Manager and the Senior Leadership Team in the leadership and management of the school</li> <li>Establish and maintain co-operative, trusting, and professional working relationships and effective communication with staff and with other members of the Senior Leadership Team</li> <li>With the Senior Leadership Team. assist the Principal   <i>Tumuaki</i> in leading initiatives and school wide reforms</li> <li>Provide professional leadership within delegated areas of responsibility</li> </ul>	<ul style="list-style-type: none"> <li>Provides support for the Principal   <i>Tumuaki</i>, Business Manager and the Senior Leadership Team in the leadership and management of the school</li> <li>The Senior Leadership Team builds trusting and professional relationships and works cohesively, collaboratively, and effectively to communicate with and support colleagues and students</li> <li>Initiatives and school wide forms are led in collaboration with the Senior Leadership Team and involvement in school wide projects assists others to a successful outcome</li> </ul>

	<ul style="list-style-type: none"> <li>• Lead operational, administrative, and managerial tasks as required by the school</li> <li>• Lead curriculum developments to improve student outcomes</li> <li>• Demonstrate up to date knowledge on educational issues, research, and developments across pastoral, academic, leadership and management domains</li> <li>• Lead best practice professional learning and development and keep up to date with educational changes</li> <li>• Participate in specific projects, assisting other members of the school as needed</li> <li>• A culture of high expectations, equity and excellence is communicated through actions and decisions</li> <li>• Reflect on own practice and promote a culture of review, evaluation, and improvement</li> <li>• Actively support the Principal   <i>Tumuaki</i> as required and deputise as requested</li> </ul>	<ul style="list-style-type: none"> <li>• Professional leadership within the delegated area of responsibility is provided</li> <li>• Operational, administrative, and managerial tasks are executed</li> <li>• Curriculum developments led with a student improvement focus</li> <li>• Actions and initiatives reflect up to date knowledge on educational issues, research, and developments across pastoral, academic, leadership and management domains</li> <li>• Best practice professional learning and development is lead within the school</li> <li>• A culture of high expectations, equity and excellence is modelled and evidenced in the school</li> <li>• A culture of review, evaluation and improvement is modelled and implemented across the school</li> <li>• The Principal   <i>Tumuaki</i> is supported, and the Deputy Principal   <i>Tumuaki Tuarua</i> deputises as requested</li> </ul>
<b>Policy and Programme Management</b>	<ul style="list-style-type: none"> <li>• Actively contribute to and support the school's vision, values, strategic plan, annual plan, policies, and procedures</li> <li>• Fulfil the obligations of the strategic and annual plans</li> <li>• Assist the Principal   <i>Tumuaki</i> in ensuring that the Board receives the information and guidance needed to govern effectively</li> </ul>	<ul style="list-style-type: none"> <li>• School vision, values, plans, policies, and procedures are actively contributed to and are supported</li> <li>• Strategic and annual plans are effectively implemented to meet school and student needs</li> <li>• Provide information and guidance to the Principal   <i>Tumuaki</i> as needed</li> </ul>
<b>Financial Assets</b>	<ul style="list-style-type: none"> <li>• Effectively and efficiently uses available financial resources and assets, within delegated areas of authority</li> </ul>	<ul style="list-style-type: none"> <li>• Financial resources and assets are used effectively and efficiently to support improved pastoral and academic outcomes for students</li> </ul>
<b>Community</b>	<ul style="list-style-type: none"> <li>• Contribute to building a positive culture across the school with a connected, engaged, caring and supportive community</li> <li>• Develops and maintains positive respectful relationships with students, staff, whānau and the wider community</li> <li>• Communicates effectively and establishes good communication processes within the school and with the community</li> <li>• Strengthen community relations through connections with parents, whānau, prospective parents and the wider community</li> </ul>	<ul style="list-style-type: none"> <li>• A positive culture exists across the school with a connected, engaged, caring and supportive community evidenced</li> <li>• Positive respectful relationships are developed and maintained</li> <li>• Effective communication processes are maintained within the school and with the community</li> <li>• Community relations are strengthened</li> </ul>
<b>Contribution to School Life</b>	<ul style="list-style-type: none"> <li>• Engage actively in implementing and fulfilling the obligations of the school strategic and annual plan</li> <li>• Contribute to and participate in the corporate life of the school, school-wide co-curricular activities, extra-curricular activities, and events</li> </ul>	<ul style="list-style-type: none"> <li>• Obligations of school strategic and annual plans are met</li> <li>• Proactive involvement in all aspects of school life</li> <li>• School-wide co-curricular activities and extra-curricular activities and events are supported</li> </ul>

<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Adhere to and implement relevant policies, practices, and procedures for safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Relevant policies, practices, and procedures for safeguarding are implemented and adhered to</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>Demonstrate a good understanding of health and safety including leadership of EOTC requirements and safe practice</li> </ul> <p>All staff are expected to</p> <ul style="list-style-type: none"> <li>Implement and adhere to all safe work practices and procedures in accordance with the school Health and Safety Policies</li> <li>Monitor and take care of the health and safety of others within your areas of responsibility and report any hazards in accordance with school procedures</li> <li>Participate as required in the resolution of Health and Safety issues and training as required</li> </ul>	<ul style="list-style-type: none"> <li>Health and safety is effectively managed across the school with leadership responsibility for EOTC requirements and safe practice</li> <li>Safe work practices and procedures are adhered to in accordance with the school Health and Safety Policies</li> <li>The Health and Safety within area of responsibility is monitored and hazards reported.</li> <li>Health and safety issues are resolved through a proactive approach and training as required</li> </ul>
<b>Staff Expectations</b>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> <li>Always conduct themselves with professionalism and adhere to the school policies and procedures</li> <li>Promote the vision and values of Christchurch Girls' High School   <i>Te Kura o Hine Waiora</i> and be an advocate for the school and our students in the community</li> </ul>	<ul style="list-style-type: none"> <li>Staff conduct themselves with professionalism and adhere to school procedures and policies</li> <li>The vision and values of Christchurch Girls' High School   <i>Te Kura o Hine Waiora</i> are promoted</li> <li>Positive promotion of the school and advocacy for our students in the community</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>Undertake specific responsibilities and duties at the Principal's   <i>Tumuaki</i> discretion.</li> </ul>	<ul style="list-style-type: none"> <li>Specific responsibilities and duties as directed by the Principal   <i>Tumuaki</i> are executed.</li> </ul>

**Deputy Principal | *Tumuaki Tuarua***

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Principal | *Tumuaki***

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_