

MISSION HEART and SOUL

To live as part of a Catholic community and respond to our call to follow in the footsteps of Jesus.

"You shall love the Lord your God with all your heart, and with all your soul, and with all your strength, and with all your mind; and your neighbour as yourself" Luke 10:27

EDUCATION HEAD and VOICE

Become confident, connected, actively involved lifelong learners and followers of Christ who are learning through the direction set by the NZ Catholic and NZ Curriculums.

"For the Lord gives wisdom; from his mouth comes knowledge and understanding." Proverbs 2:6-7

SERVICE HANDS and FEET

To live out the Gospel values and make a difference in the world, guided by the Holy Spirit and Catholic social teachings.

"And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him." Col. 3:15-17

Deputy Principal Job Description St Columba's Catholic School

OUR VISION - St Columba's Catholic School is a learning community walking in the footsteps of Jesus to fulfil the key aspects of Mission, Education and Service.

OUR VALUES - Love, Care, Respect, Honesty and Faith

OUR LOCAL CURRICULUM

The main focal point of our St Columba's Catholic School Curriculum are the three pillars. These form the touchstones of learning at St Columba's. The three pillars (Mission, Education and Service), as gifted by the Mission Sisters, have not altered since the school was established in 1925 and still adhere to the founding charism of our school.

As a Catholic community, we are very proud of our history and heritage and the Special Catholic Character of our school which is expressed through the students, the teachers and the wider school community, living and teaching the Gospel Values; Care, Honesty, Faith, Love and Respect.

The Deputy Principal's job descriptions identify areas of specific leadership and expertise. They will be based on the premise that all three members of the senior leadership team are responsible for, and involved in, the areas identified. It is vital that senior leaders recognise the importance of working cooperatively to ensure the vision of the school can be achieved.

St Columba's Catholic School Deputy Principal Job Description

Name:

Responsible to: BOT and Principal

Units: 5 Units with the possibility or 1 x FTU

Areas of Individual Responsibility

Leadership	To be negotiated as a team based on strengths and abilities.	Management	To be negotiated as a team based on strengths and abilities.
Dimension	Standard:	Specific Tasks (related to our principles)	

Framework of Professional Standards for Deputy Principals and Assistant Principals

Professional Leadership	<p>Demonstrates a thorough understanding of current approaches to effective teaching and learning</p> <ul style="list-style-type: none"> • Provides professional leadership to staff within the delegated areas of responsibility • Makes constructive contributions to the work of the senior leadership team (senior executive as applicable) in a manner which supports effective school organisation and improved learning outcomes for students 	<p>Culture of Continuous Learning, Social Nature of Learning. Along with other Senior Leaders; → Leads the integrated curriculum across the school and modern learning practices → Keeps up to date with NZ Curriculum changes and oversees our school's local curriculum response to curriculum changes. → Oversees professional learning through teacher inquiry, aligned to SCCS's Growth and Development programme → Encourages colleagues to explore the theories of how students learn and know why they are implementing particular pedagogical approaches. → Collects student voice to establish the effectiveness of learning programmes and to connect learning programmes to areas of student interest and relevance to the conditions of our Teaching to the North East pedagogies Whanaungatanga, Hauora is integral to learning and learner at SCCS Along with other Senior Leaders;</p>
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	<ul style="list-style-type: none"> • Understands, and applies where appropriate, current practices for effective leadership from both within and beyond education • Supports the principal in the leadership and management of the school and deputises when required • Identifies and acts on opportunities for improving teaching and learning <ul style="list-style-type: none"> • Reflects on own performance assessment and demonstrates a commitment to own ongoing learning in order to improve performance 	<ul style="list-style-type: none"> → Develops school climate and pastoral care on a day-to-day basis → Supports and promotes the wrap-around of care of students → Ensures and supports positive, mutually respectful professional relationships throughout the school for all community members. This includes restorative practices → Promptly deals with complaints and issues at all levels in alignment with the complaints procedure (student, teacher and BOT) → Communicates effectively within and across schools and with the community. <p>Culture of Continuous Learning, Social Nature of Learning, Ako, Wananga Along with other Senior Leaders;</p> <ul style="list-style-type: none"> → Communicates, supports and upholds St Columba's Catholic School's vision, direction and values → Leads the implementation of high-quality professional learning and development school-wide → Facilitates the effective implementation of teacher pedagogy development → Actively supports, strengthens and develops leaders throughout the school primarily through a mentoring approach → Is a role model for staff on professional behaviour and teaching practice → Keeps up to date with current leadership and professional practices; brings ideas from research and practice to staff → Actively supports the Principal and the Senior Leadership Team → Implements high-quality systems and processes necessary for efficient management of the school → Monitors school-wide student achievement against the Annual Goals and targets → Assists with standardised assessment implementation and procedures → Revises and responds to the development of school-wide assessment and reporting systems → Collates, analyses and presents assessment data in partnership with Principal, other DP, Team Leaders and teachers
Policy and programme management	<ul style="list-style-type: none"> • Initiates, plans and manages in association with the principal, 	<p>Kaupapa Along with other Senior Leaders;</p>

	<p>and other staff, policies and programmes which meet national requirements, are consistent with the school's charter and strategic planning, and which reflect the school's commitment to effective teaching and learning</p> <ul style="list-style-type: none"> • Understands the implications of New Zealand's changing cultural, social and economic context and ensures that these changes are reflected in the policies and programmes within the delegated areas of responsibility 	<p>→ Understands the relevant policies related own portfolios and ensures the seamless delivery of the policies and procedures in the school.</p> <p>→ Ensures that the guidelines provided comply with national guidelines and are consistent with our Charter/Strategic/Annual Plans</p> <p><i>We believe in the power of equity, diversity and inclusiveness, Mahi tahi, Whakapapa</i></p> <p>Along with other Senior Leaders;</p> <p>→ Ensures that planning and programmes at St Columba's Catholic School enable and foster excellence and that they cater for the needs of all students</p> <p>→ Monitors attendance data across the school, scrutinises this data with a focus on equity, diversity and inclusiveness. Report to BOT and works with Kāhui Āko to explore trends and patterns.</p> <p>→ Works with the Board of Trustees to develop school policy and programmes that ensure that these are in line with the School Charter and Vision and that they meet the needs of all children.</p> <p>→ Champions our Catholic Character and supports the integration of To Tātou Whakapono.</p> <p>→ Champions our cultural heritage and is committed to a bicultural partnership with Māori and Tainui and our mana Whenua, Ngāti Mahana and Ngāti Wairere. We recognise diversity as a strength.</p>
<i>Staff management/leadership</i>	<ul style="list-style-type: none"> • Participates in the school's performance management systems and makes recommendations to the principal on appropriate professional development opportunities for staff • Devolves responsibilities and delegates tasks when appropriate 	<p><i>Culture of Continuous Learning, Social Nature of Learning, Ako</i></p> <p>Along with other Senior Leaders;</p> <p>→ Supports Growth and Development of staff in designated teams/individuals.</p> <p>→ Maintains effective communication systems</p> <p>→ Actively listens to and seeks the views of staff</p>
<i>Relationship management</i>	<ul style="list-style-type: none"> • Fosters relationships between 	<p><i>Learners at the Centre, Whanaungatanga, Hauora is Integral to Learning,</i></p>

	<p>the school, Sacred Heart Girls College, St John's College and the community</p> <ul style="list-style-type: none"> • Communicates effectively both orally and in writing to a range of audiences • Provides information to the principal on areas of delegated responsibility in order to assist with effective day to day management and strategic planning in the school • Understands and operates within the limits of the delegated authorities and adopts a consultative approach with the principal and other staff on issues relating to school policy • Establishes and maintains good communication processes with staff, and between staff and members of the senior leadership team 	<p>→ Works regularly with staff: Pastoral Care to ensure the learning, emotional and social needs of students are being met by systems and processes in the school and to communicate with SLT when issues or concerns arise</p> <p>Social Nature of Learning</p> <p>→ Promotes a collaborative approach to both teaching and learning and focuses staff learning and development in this area</p> <p>→ Meets regularly with team leaders to ensure positive relationships are maintained through collaborative phases of learning</p> <p>→ Oversees staff professional learning on positive working relationships</p> <p>→ Monitors interaction between staff/students, staff/staff and student/student to ensure similarities and differences are celebrated and communicates with SLT when issues or concerns arise</p>
Financial, asset and day-to-day management	<ul style="list-style-type: none"> • Effectively and efficiently uses available financial resources and assets, within delegated areas of authority, to support improved learning outcomes for students 	<p>Management Tasks</p> <p>→ Provide assistance to the Principal and work with the Executive Officer re development of Annual Budget</p> <p>→ Oversee effective and efficient use of financial resources and assets within delegated areas of authority</p>