

## **Application Information**

A vacancy has occurred because our current Deputy Principal has been appointed to the Principal position.

## **Job Description:**

**Position: Deputy Principal 2PMU+MITA**

## **Responsibilities**

- Some SENCO responsibilities
- School Curriculum/Leadership
- Part-Time Classroom teaching component

## **Function:**

- Contribute to school leadership and management as a member of the management team.
- Share and oversee SENCO organisation with whānau and teachers .
- To engage each student to do his or her best through delivering a balanced curriculum in an inclusive learning environment.

## **Relationship:**

- Work in a cooperative and collaborative manner with the principal, management team, fellow staff members, students and the support agencies for SENCO.
- Develop a relationship of professional respect with all staff.

## **Professional Leadership**

- Contribute to school leadership and management as a member of the management team.
- Deputise for the Principal as required.
- Support school wide leadership and management activities and initiatives.
- Recognise and celebrate staff successes and achievements.
- Provide and promote leadership opportunities for staff.
- Regularly review current practice in areas of responsibility.

## **Organisational Responsibilities**

- Participate in senior management and staff meetings.
- Assist in the day to day management and operation of the school. • Assist with the development and implementation of school wide expectations.



### **Classroom Responsibilities**

- Provide learning opportunities relative to the diverse needs of students
- Deliver the Ngāti Toa School curriculum.
- Regularly mark, assess and evaluate and provide students with feedback about their work.
- Model quality teaching and learning practice in a stimulating classroom environment and coach teachers to improve teaching.

### **Planning, curriculum and organisational responsibilities**

- Prepare plans of work, and develop and manage classroom resources.
- Work cooperatively with other staff including Special Needs and Technology staff.
- Participate in IEP planning and review.

### **Professional Development**

- Keep up to date with teaching, educational professional developments and inquiries.
- Participate in in-class support, and follow up outcomes.
- Model positive professional development and practice by participating in the school wide Appraisal
- Actively participate in and contribute to in-house PD.

### **General contribution to school life**

- Implement and support school policies and procedures.
- Share tasks/expertise and play a full part in the corporate life of the school.
- Participate in the wider educational, collegial and cultural life of the school.
- Be willing to participate in additional activities as negotiated.

### **Community Responsibilities**

- Assist the development of community relationships and community perception of the school by way of positive public relations, working with the Board of Trustees, parent bodies and through liaison with contributing schools and colleges.
- Report to parents, guardians and other relevant community members on the progress and development of students in your care.

### **Te Reo me ona tikanga Māori**

Inclusion of the following five competencies is an integral part of being a teacher in New Zealand. Knowing, respecting and working with our learners and whānau will ensure our Māori learners achieve success. The five Competencies are:

- **Wānanga** Participate with learners and their communities in robust dialogue for the



benefit of Māori learners' achievement.

- **Whanaungatanga** Engage in respectful working relationships with Māori learners, parents and whānau, hapū, iwi and the Māori community.
- **Manaakitanga** Show integrity, sincerity and respect towards Māori beliefs, language and culture.
- **Tangata Whenuatanga** Affirm Māori learners as Māori. Providing contexts for learning where the language, identity and culture of Māori learners and their whānau are affirmed.
- **Ako** Take responsibility for their own learning and that of Māori learners

### **Application process**

#### **Thursday 30th October Applications close at 5pm**

By Mon 3rd November Short-listing will have been completed If you are short-listed we will contact you. This will be an opportunity for you to discuss any specific needs you may have regarding your interview.

By Saturday 8th November Interviews will be held

By Monday 10th November Appointments will have been made Unsuccessful applicants will be advised following formal written acceptance of appointment by the successful applicant.

Please send your CV, your covering letter stating your strengths and suitability for the position, and the completed application form to [principal@ngatittoa.school.nz](mailto:principal@ngatittoa.school.nz)

**Applications must reach the school no later than 5pm Thursday 30th October, 2025.**

We look forward to receiving your application.

School visits are warmly welcomed and strongly encouraged. You can arrange a visit by contacting Crystal (our principal) via an email [principal@ngatittoa.school.nz](mailto:principal@ngatittoa.school.nz)

Ngā mihi,

Crystal Southey-Willis

