



Northcote College

Job Description

Deputy Principal

Day-to-day organisation and human resource management

Responsible to:	The Principal
Reporting to:	The Principal
Functional relationship with:	Senior Leaders Teaching and support staff

This job description should be read in conjunction with:

- NZ Code of Professional Responsibility and Standards for the Teaching Profession (Our Code OurStandards)
- The New Zealand Curriculum
- ERO Evaluation Indicators
- Tātaiako
- The Northcote College Strategic Plan and Annual Implementation Plan
- Northcote College Staff Guidelines

Quality senior leadership at Northcote College requires:

- Modelling the school values
- Sharing a clear and compelling direction for the school
- Showing commitment to continual improvement
- Creating the conditions for staff to be motivated to do their best for improved student learning
- Providing a fresh perspective, asking questions that get staff thinking
- Encouraging staff to search for, discuss, assess and try out new ideas
- Keeping staff up to date with education initiatives that have an impact on teaching
- Leading and supporting appropriate cultural engagement
- Promoting the principles of the Treaty of Waitangi
- Consulting staff appropriately before making most important decisions
- Making fair and equitable decisions
- Looking for solutions, not blame
- Working with others to solve problems
- Maintaining integrity in difficult situations
- Caring for staff
- Caring for students
- Identifying and resolving conflict quickly and fairly
- Delivering on promises/commitments
- Developing others' leadership capability

Key responsibilities of the role

Evaluation and Review <ul style="list-style-type: none">• Evaluation of selected departments and professional growth of selected HoDs and middle leaders.
Human Resource Management <ul style="list-style-type: none">• Relief teachers• Teacher registration• Staff welfare• Staff functions• Staff farewells
Day-to-day organisation <ul style="list-style-type: none">• Staff briefings• Daily Notices• Start of year and end of year• Duties• Calendar• ID and form photos• Buses• Weekly events• Room changes• Staffroom Environment• Junior exam organisation• Senior exam organisation• Buses and road safety
AI <ul style="list-style-type: none">• Leadership of opportunities to improve efficiency through use of AI and optimisation of school processes
EOTC <ul style="list-style-type: none">• Camps, trips and overseas tours
Emergency Management <ul style="list-style-type: none">• Fire evacuations• Civil Defence• Lockdowns• Pandemic Planning
School Community <ul style="list-style-type: none">• Friends of the School / Past pupils• 150-year reunion in 2027
Teaching <ul style="list-style-type: none">• Teach one class as timetabled.
Co-curricular support
Incidental tasks necessary to manage the day to day running of the school and emerging issues

Note: Specific duties may be altered from time to time in response to student and school needs, staff strengths and the needs of the team.