



Emmanuel Christian School

Deputy Principal: Head of Primary Job Description

Excellence

Christ like
Character

Wisdom

Service

Directly Accountable to Principal and Board

The Deputy Principal: Head of Primary is a crucial part of the School's Senior Leadership Team, contributing to the development and implementation of the School's Strategic Goals.

Key components of the position:

- Strong godly leadership amongst the staff and students
- Commitment to the schools Christian Character in all aspects of school life.
- Leadership of staff to ensure effective and high-quality teaching and learning.

Position Purpose

To provide the educational leadership necessary to ensure Emmanuel Christian School's mission, and vision, and its required teaching and learning outcomes, are achieved in the Year 1-6 Primary School.

Functional Relationships (internal):

- Senior Leadership Team
- Primary School Team Leaders
- Guidance Counsellor(s)
- Learning Support Staff
- Teachers and Support Staff
- Students
- Emmanuel Christian School Board

Functional Relationships (external):

- Parents and Caregivers
- Professional Associates
- Other Educational Organisations
- Christian Education Network (CEN)
- CEN Partner Schools – These include: Middleton Grange School, Aidanfield Christian School, Hillview Christian School, Rolleston Christian School and Rangiora New Life School

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Matters that must be reported to the Principal

- **Breaches of Special Character:** Any deviation from the Statement of Faith, the Biblical tenets of the school, or the integration of the Biblical Worldview Curriculum.
- **Security and Standards:** Significant behavioural escalations, student safety concerns, or property risks that threaten an "orderly environment".
- **Professional Standards:** Performance or conduct concerns that fall below the New Zealand Professional Standards or the Area Schools Collective Agreement requirements.
- **Statutory Requirements:** Any potential non-compliance with the National Administration Guidelines, Health and Safety mandates, or other legal.

Special Character Responsibilities

Christ-centred Leadership by ensuring that the school's culture is protected and promoted for continuous improvement mainly through:

- Commitment to prayer and regular Bible reading
- The professional development of staff in Christian Education, specifically encouraging development in teaching as Christians in a deeply embedded and skilled way.
- Integrating the School's Special Character with the New Zealand Curriculum.
- Developing the school's Mission and Vision, within the life of the school
- Creating and maintaining an environment of life-long learning that encourages students to develop an instinct for Truth guided by Scripture and God's plan of redemption.
- Develop strong relationships based on Christian principles with pupils, staff and other members of the school community.

Senior Leadership Team Responsibilities

Personal Character and Conduct are shaped by the same biblically based, evangelical Christian faith that provides the foundation for the school's special character. The Head of Primary will demonstrate an unqualified commitment to the school's special character.

Inspirational Leadership of the staff and students in the full life of the Primary School e.g., assemblies, gatherings, sports, cultural, and arts events; staff meetings; and management meetings. Inspire staff, students, and parents to love and serve God for his glory.

Professional and Instructional Leadership of staff and students through the promotion of instructional pedagogies that are biblically based, knowledgeable in the best traditions, individually and culturally responsive, and with a presence across Primary School classrooms, educational events, professional development, and meetings.

Leadership of the School's Vision

Continuously promote the school's vision to staff, students, and parents.

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Day to Day Management

- Oversee Year 1-6 Teaching staff (including relief teachers and scheduling the use of relievers)
- Oversight of Year 1-6 Curriculum, Reporting and Assessment (in conjunction with Senior Leadership Team)
- Leadership of Year 1-6 Assemblies
- Coordinating and running Year 1-6 Staff meetings and contributing to full staff meetings
- Maintain Standards of Behaviour and dealing with incidents of serious misbehaviour
- Walk-throughs
- Contribute to School Newsletter
- Maintaining Uniform Standards
- Contribute to Prizegiving
- Liaise with Learning Support
- Annual Reports and Term Reports
- Appointment Panels – as required
- Budget Holder – various budgets
- At-Risk Student Register
- Year 1-6 Student Leadership and Service

Other Responsibilities

1. Depending on the Strengths of the Applicant this role will include one of the following areas:
 - **Year 1-6 (SENCO)** Special Education Needs Coordinator: working with the Learning Support Coordinator to assist teachers and other staff to meet the needs of students with diverse needs.
 - Support of students needing remedial support, extension or enrichment.

While this position is fully released from teaching a regular class it will include being an active participant in classrooms across Years 1-6.

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Responsibility	Performance Indicators
Special Character Leadership Work with Senior Leadership Team to be an excellent role model, to monitor the impact of the School's Special Character on the total curriculum, monitor staff involvement in Christian education programmes, implement school development features which focus on the Special Character and promote the Christian school in the wider community. To provide, in conjunction with the principal and other senior leaders appropriate professional leadership which is supportive of general policy direction.	• Takes part and leads in staff devotions. • Demonstrates a thorough understanding of special character statements within the school's foundational documents. • Take opportunities to integrate the Christian worldview with classroom teaching and other professional practice. • Actively encourages and supports other staff in the above. • Supports the Principal and Board in developing policy to enhance the Special Character of the school. • Undertakes any tasks delegated by the Principal to promote Christian education in the local community and beyond.
Planning and Policy Participate and take a lead role in development of policies and programmes for the ongoing effective management of the school	• Demonstrates an understanding of national requirements for planning and managing school programmes • Demonstrates an ability to plan strategically and to implement operational plans • Understands and appreciates New Zealand's changing social and cultural context • Within delegated areas of responsibility ensures that these changes are heeded and taken into account • Appreciates and understands the content and intent of the Treaty of Waitangi as it relates to education in New Zealand.
Personnel and Pastoral Care Assist in the effective management of school personnel policies, procedures and practices including the school's performance management system.	• Responsible for Year 1-6 School students pastoral care and behavioural management (discipline) • Demonstrates an understanding of the personnel policies of the school. • Assists in the appointments process

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	where appropriate • Takes a role in implementing the performance management system in the school (Professional Growth Cycles and staff appraisal). • Motivates and encourages staff to improve quality of teaching and learning • Provides support to all staff in fulfilling their professional tasks
Building and Maintaining Relationships Take a full role in fostering and developing effective and supportive relationships both within the school and to its community.	• Shows an ability to develop sound relationships with staff and with the wider school community • Demonstrates the ability to use a range of communication techniques to address audiences as appropriate • Assists in the day-to-day leadership of the school both generally and in specific areas of delegated authority and provides appropriate feedback • Demonstrates an understanding of consultative management in dealings with the Principal and other staff • Is able to relate appropriately with students in understanding their needs and in communicating school management procedures
Communication Provide, in conjunction with the Principal and other senior leaders effective internal communication links.	• Is able to communicate effectively with staff and students • Maintains workable links between senior leadership and staff in delegated areas of responsibility • Acts as an effective liaison between staff, students, and school leadership • Provides appropriate and understandable information to staff and students on school events and issues as deemed appropriate according to delegation • Is able to articulate to the school and its community, policies and procedures relating to the school.

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Material Resources and Budget Effectively manage, within delegated limits, financial and asset resources to support the teaching and learning programmes.	• Demonstrates an understanding of the need to manage school assets appropriately and effectively • In line with delegated authority implements school policies relating to financial and asset management.
Professional Learning Participate, as appropriate in own personal professional development in line with school development needs and identified professional objectives	• Participate in the performance management system within the school as it relates to their own personal performance • Seeks to enhance own understanding of pedagogical and management practices • Takes professional development opportunities to support and enhance own personal development.

The appointment should be based on a strong calling from the Lord as agreed by both the School and the individual. The Deputy Principal Head of Primary should be a leading servant seeking to serve the rest of the school community in achieving the Mission Statement and Strategic Goals of the School. It should be noted that, while detailed, this job description is not exhaustive and the Principal may, at their discretion, vary these responsibilities as required.

Principal: _____

Date: _____

DP Head of Primary: _____

Date: _____

By signing this document, you confirm that you accept the role and responsibilities as outlined in this Position Description.

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