



POMPALLIER CATHOLIC COLLEGE

Te Kāreti Katorika o Pomapārie

State Highway 14, Maunu 0179
PO Box 10-042, Te Mai 0143
Whangarei, New Zealand
Tel: 09 438 3950
www.pompalliercollege.school.nz

JOB DESCRIPTION

JOB TITLE	Deputy Principal
RESPONSIBLE TO	Principal

PURPOSE STATEMENT

- To plan, lead and manage staff, students and resources of the College, as directed by Principal.
- To work in close co-operation with the Principal.
- To report on and promote to the wider community the spirit, vision, mission and progress of the College.
- To assist in planning and organising courses and programmes at the school to ensure that they reflect the Special Character of the school.

KEY TASKS

- To maintain and enhance the Special Character of the College.
- To provide professional and instructional leadership.
- To establish and/or maintain effective management and efficient administration of the College and its resources.
- To maintain and monitor instruction, assessment and reporting.
- To promote the College and to ensure that good relations with the community are maintained.
- To ensure ongoing personal and professional development of staff.
- To provide leadership and action policy related to discipline and pastoral matters

SPECIFIC DUTIES

- Assembly programme
- Beginning of year organisation
- Behaviour management and Pastoral Care Systems Co-ordinator
- Canteen – operation (oversee)
- Day to day organisation: weekly planner, year planner, duty, events manager
- Discipline co-ordinator and serious matters resource
- EEO Co-ordinator
- End of year organisation: programmes, electives
- Health Nurse: student health, sick bay
- Health and Safety (evacuation procedures)

- Hospitality
- Leave passes
- Litter
- Lockers
- Payments authorisation
- Prefect Appointment process
- Prize Giving – overview
- Rubicon programme
- Special Neds/Abilities liaison with SENCO/Gateway/RTL
- Staff Duties
- Staff Appraisal
- Staff Handbook
- Staff Induction – new staff
- Staff meeting – Chair
- Staff welfare
- Teacher Relief organisation – responsible for organising teacher relief and overview of related budgets
- Truancy
- Uniform
- Whānau and House activities/duties