

HAEATA COMMUNITY CAMPUS POSITION DESCRIPTION

KAIHAUTŪ WHAKAAKO/DEPUTY PRINCIPAL 7 MU & 2 MMA



HAUTŪTANGA/LEADERSHIP HŌKAKA/ASPIRATIONS

As a kura we place equal value on Hauora and Ako/Teaching & Learning underpinned by collaborative practices, integration and interdisciplinary pedagogy. Each Kaihautū Whakaako/Deputy Principal has oversight of a specific portfolio and shared general senior leadership team responsibilities. The Kaihautū Whakaako/Deputy Principal reports directly to the Manukura/Principal.

VALUES

Our school values require all senior leadership team members to collaborate to co-create richer outcomes for kaimahi and ākonga by utilising their social, cultural and professional capital. Our unique model of Urban Area Kura/School assists us to create a collaborative environment and ensures a cohesive transition of seamless education for ākonga from 5 years-old to 18 years-old.

AKO HAUTŪTANGA/LEADERSHIP TAKOHANGA/RESPONSIBILITIES

The key performance indicators assigned each portfolio strengthens the efficacy of the senior leadership team across the kura and allows each Kaihautū Whakaako/Deputy Principal the autonomy to make key decisions regarding their specific kura level in consultation with the Manukura/principal and Manukura Tuarua/Associate Principal.

HEADS OF KURA – WĀHANGA/DIVISION

PRIMARY

Kaihautū Whakaako/Deputy Principal - Primary (Years 1 - 8)
7 MU & 2 MMA

SECONDARY

Kaihautū Whakaako/Deputy Principal - Secondary (Years 9–13)
7 MU & 2 MMA

KŌMANAWA

Kaihautū Whakaako/Deputy Principal - Kōmanawa, (Years 1-11)
7 MU & 2 MMA

RESPONSIBILITIES

- Attend a weekly Operations Hui to support the Manukura Tuarua/Associate Principal and Manukura/Principal
- Meet regularly with kaihautū and kaimahi
- Provide an overview each year of the key learning outcomes for ākonga in line with the Haeata Board's strategic vision.
- Present a Half-Year and Full-Year Variance Report as required.
- Identify key developments or initiatives, problems to solve or discuss and celebrating key successes.
- Support kaimahi to alter our current perspective and deepen our understanding of interdisciplinary and integrated curriculum design.
- Clearly articulate a connection with Haeata kaupapa (charter, strategic plan and principles). Oversee the mentoring of kaimahi to ensure Haeata kaupapa is undertaken, reviewed and reflected upon.
- Engage in an ako hautūtanga/leadership professional learning cycle and support kaimahi to undertake regular professional learning opportunities.

AREAS OF INDIVIDUAL RESPONSIBILITY - WĀHANGA/DIVISION		
Kaihautū Whakaako/Deputy Principal - Primary (Years 1 - 8) 7 MU & 2 MMA	Kaihautū Whakaako/Deputy Principal - Secondary (Years 9–13) 7 MU & 2 MMA	Kaihautū Whakaako/Deputy Principal - Kōmanawa, (Years 1-11) 7 MU & 2 MMA
PORTFOLIO OVERSIGHT Professional Development for Hāpori Induction Programme for primary kaimahi Assessment Transition ECE - Year 1 Ferndale Partnership Reporting Ako/Learning Support Ako/Teaching & Learning ORs Reading Recovery HERO - Ākonga Student Records IEPs Playground Engagement Complex Transitions ECE - Year 1 Hāpori Placements - Year 1 - 8 Enrolments Assemblies - Year 1 - 8 Prizegiving - Year 1 - 8	PORTFOLIO OVERSIGHT Professional Development for Hāpori Induction Programme for secondary kaimahi Timetable NCEA/NZQA Assessment Reporting Ako/Teaching & Learning KAMAR - Ākonga Student Records Hāpori placements – Year 9 - 13 Enrolments Leaver Profiles & Testimonials Assemblies - Year 9 - 13 Prizegiving - Year 9 - 13	PORTFOLIO OVERSIGHT Te Ao Māori Cultural Narrative Professional Development for Hāpori Transition ECE - Year 1 Māori student achievement Assessment Reporting Ako/Teaching & Learning HERO & KAMAR - Ākonga Student Records Hāpori placements for Kōmanawa Year 1 - 10 Junior and Senior Assemblies Junior and Senior Prizegiving Induction Programme for Kōmanawa kaimahi
SHARED RESPONSIBILITIES		
Assessment He Korowai Manaaki Kaimahi/Staff Welfare Uniform Whānau Hui (One per term) Day Relief	Assessment He Korowai Manaaki Kaimahi/Staff Welfare Uniform Whānau Hui (One per term) Day Relief	Assessment He Korowai Manaaki Kaimahi/Staff Welfare Uniform Whānau Hui (One per term) Day Relief

FRAMEWORK OF PROFESSIONAL STANDARDS FOR KAIHAUTŪ WHAKAAKO/DEPUTY PRINCIPAL		
DIMENSION	STANDARD	SPECIFIC TASKS
Professional Leadership	Professional Learning Cycle <ul style="list-style-type: none"> • Demonstrates a thorough understanding of current approaches to effective ako/teaching and learning • Provides professional leadership for kaimahi within the wāhanga/division according to the delegated areas of responsibility • Makes constructive contributions to the work of the senior leadership team and Curriculum Committee, in a manner which supports effective school organisation and improved learning outcomes for ākonga • Understands, and applies where appropriate, current practices for effective leadership from both within and beyond education • Supports the Manukura/Principal and Manukura Tuarua/Associate Principal in the leadership and management of the school and deputises when required • Identifies and acts on opportunities for improving ako/teaching and learning • Reflects on own performance assessment and demonstrates a commitment to own ongoing learning in order to improve performance 	Culture of Continuous Learning, Social Nature of Learning, Ako <p>Leaders of Innovative Learning Environments, integrated/interdisciplinary curriculum and modern learning pedagogy best practice.</p> <p>Oversee integrated/interdisciplinary curriculum and programme planning throughout the school</p> <p>Responsible for overseeing Professional Growth Cycles</p> <p>Leads regular mentoring meetings.</p> <p>Collects ākonga voice to establish the effectiveness of learning programmes and to connect learning programmes to areas of student interest and relevance.</p> <p>Whanaungatanga, Hauora is Integral to Learning and Places Learners at the Centre</p> <p>Promotes a positive kura climate, Hauora and pastoral care on a day-to-day basis and through the delivery of programmes within our wāhanga/division system.</p> <p>Supports and promotes a wraparound approach to the care of ākonga.</p> <p>Supports kura ākonga services as well as the pastoral and Hauora teams.</p>

		<p>Ensures and supports positive, mutually respectful professional relationships throughout the kura for all community members. This includes leading restorative practices and developing warm and demanding relationships throughout the kura.</p> <p>Maintain a high profile in the campus ensuring that the duty roster is working effectively.</p> <p>Promptly deal with complaints and issues at all levels in alignment with the complaints procedure (ākonga, kaiako and Board).</p> <p>Communicates effectively within and across schools and with the community.</p> <p>Culture of Continuous Learning, Social Nature of Learning, Ako, Wananga</p> <p>Leads the implementation of high quality, school-wide professional learning and development.</p> <p>Works alongside the other Wāhanga/Division Whakaako/Deputy Principal's and Kaihautū to facilitate the effective implementation of the kura-wide professional learning cycle.</p> <p>Actively supports, strengthens and develops leaders throughout the kura, primarily through mentoring and coaching models.</p> <p>Role models professional behaviour and pedagogy/teaching best practice.</p>
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Policy and Programme Management	<ul style="list-style-type: none"> Initiates, plans and manages, in association with the Manukura/Principal, Manukura Tuarua/Associate Principal and other kaimahi, policies and programmes which meet national requirements, are consistent with the kura's charter and strategic planning, and which reflect the kura's commitment to effective ako/teaching and learning 	<p>Kaupapa</p> <p>Demonstrates an understanding of the relevant policies related wāhanga/division portfolio.</p> <p>Ensures the seamless delivery of the policies and procedures within Haeata.</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>Ensures that the guidelines provided comply with National Guidelines and are consistent with Haeata kaupapa (Charter/Strategic/Annual Plans)</p> <p>Models equity, diversity and inclusiveness.</p> <p>Ensures that planning and programmes within the wāhanga/division enable and foster excellence and that they cater for the needs of all ākonga.</p> <p>Works with the Manukura/Principal, other wāhanga/division Kaihautū, Whakaako/Deputy Principals and the Haeata Board to develop kura policy and programmes.</p> <p>Ensures that policies and programmes within the wāhanga/division are in line with the Haeata Charter and Vision, and that they meet the needs of all ākonga.</p> <p>Champions Haeata's cultural narrative and is committed to te Tiriti o Waitangi, a bicultural partnership with Māori, Ngāi Tahu and our mana whenua, Ngāi Tūahuriri hapū.</p> <p>Recognises diversity as a strength and supports an inclusive learning community.</p> <p>Fosters the Haeata Dispositions of Fa'aaloalo, Manaakitanga, Contributor, Collaborator, Resilient, Rangatira, Designer.</p>
Kaimahi Management/Leadership	<ul style="list-style-type: none"> Participates in the kura's performance management systems and makes recommendations to the Manukura/principal on appropriate professional learning opportunities for kaimahi Devolves responsibilities and delegates tasks when appropriate 	<p>Culture of Continuous Learning, Social Nature of Learning, Ako</p> <p>Supports wāhanga/division Kaihautū responsible for completing kaiako professional assessment for professional Growth cycles.</p>

		<p>Assist Manukura/Principal and Manukura Tuarua/Associate Principal to complete annual wāhanga/division Kaihautū and kaiako attestations</p> <p>Mahi Tahi, Kotahitanga Works with Manukura/Principal to maintain effective communication systems</p> <p>Actively listens to and seeks the views of wāhanga/division Kaihautū, kaimahi and ākonga</p>
Relationship Management	<ul style="list-style-type: none"> • Fosters positive relationships between the ākonga, kaimahi, whānau and our community • Communicates effectively both orally and in writing to a range of audiences • Provides information to the Manukura/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 Manukura/principal and other kaimahi on issues relating to Haeata policy • Establishes and maintains good communication processes with kaimahi, and between kaimahi and members of the senior leadership team 	<p>Learners at the Centre, Whanaungatanga, Hauora is Integral to Learning Oversees interactions between kaimahi/kaimahi and kaimahi/ākonga, ensuring that relationships and interactions are focused on the learner and reflect a restorative approach.</p> <p>Keeps the Manukura/Principal informed about issues that arise.</p> <p>Works regularly with wāhanga/division kaimahi Supports kaupapa for Hauora and Pastoral Care to ensure the learning, emotional and social needs of ākonga are being met by Haeata's systems and processes.</p> <p>Communicates with the senior leadership team when issues or concerns arise.</p> <p>Social Nature of Learning Promotes a collaborative approach to ako/teaching & learning and focuses kaimahi professional learning and development in this area</p> <p>Meets regularly with wāhanga/division Kaihautū to ensure positive relationships are maintained through collaborative phases of learning</p>

		<p>Oversees Kaimahi professional learning on culturally appropriate, and positive working relationships</p> <p>Monitors interaction between kaimahi/kaimahi and kaimahi/ākonga to ensure similarities and differences are celebrated and communicates with the senior leadership team when issues or concerns arise.</p>
Financial, Asset and Day-to-Day Management	Effectively and efficiently uses available financial resources and assets, within delegated areas of authority, to support improved learning outcomes for all ākonga	<p>Management Tasks</p> <p>Provide assistance to the Manukura/Principal when developing the Annual Budget.</p> <p>Oversee effective and efficient use of financial resources and assets within delegated areas of authority</p>