



## Job Description – Whanau Leader

Position Title	Whanau Leader – [       ]
Reports to	Senior Leader [       ]
Direct Reports	Whanau Tutors, Whanau staff
Working Relationships	<p><b>External:</b> RTLB, OT, MAS, AKA, other School community and sector stakeholders as appropriate and necessary</p> <p><b>Internal:</b> Senior Leadership Team, Whanau Leaders, NZCLs, Whanau Tutors, TWA, Hauora, ACWiSLLs, LSCs, Learning Leaders</p>

### **Employment Status**

Full-time: 40h/week

### **Additional remuneration**

3 MUs and 2 MMAs; CA time allowance plus 3 hours and as negotiated

### **Purpose of the position**

To provide successful and efficient leadership and delivery of assigned Whaanau programmes of teaching and learning in Alfriston College

Key Responsibilities	Appraisal Indicators
Familiarity and compliance with the School's Strategic Plan and policies	<ul style="list-style-type: none"> <li>Practice reflects knowledge and sense of the Strategic Plan and current policies</li> </ul>
Promotion of the AC Way	<ul style="list-style-type: none"> <li>Practice, leadership, and disposition shows understanding and consistent engagement of the AC Way</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>All fiscal responsibilities align with best practice and AC protocols</li> <li>All Whanau events and activities comply with statutory Health and Safety standards, guidelines, and protocols</li> <li>Assigned reviews, reports and documents are compliant, timely and accurate</li> <li>Working relationships with staff, learners, whanau, and external stakeholders align with relevant professional standards, contracts, and the AC Way</li> </ul>

	<ul style="list-style-type: none"> <li>• Assigned leadership tasks are timely, accurate, efficient, and collaboratively completed</li> <li>• Everyday systems, procedures and guidelines contributes to school-wide quality assurance and compliance</li> </ul>
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### **Tasks and Duties**

Key Area	Tasks
Working with Learners	<ul style="list-style-type: none"> <li>• Fostering a 'sense of belonging' for all learners within the Whanau.</li> <li>• Providing opportunities for learner leadership.</li> <li>• Promoting the celebration and recognition of achievement through planned and resourced Whanau events.</li> <li>• Establishing, developing, and implementing a mentoring network that fosters positive relationships between staff and learners.</li> <li>• Providing leadership of pastoral care, including supporting "discipline" type actions, as well as making sure the correct referrals are made, e.g., to TWA, TKoR, mentoring, MAS.</li> <li>• Tracking and monitoring attendance for all learners. Know where every learner is at re attendance and ensure appropriate interventions are made</li> <li>• Communicating effectively with learners in a timely and professional manner.</li> </ul>
Working with colleagues	<ul style="list-style-type: none"> <li>• Fostering a 'sense of belonging' for all colleagues within the Whanau</li> <li>• Modeling and supporting the development of appropriate teaching pedagogies.</li> <li>• Ensuring systems and procedures exist (and are being used) that monitor and support learners' progress, behaviour, and attendance within the Whanau.</li> <li>• Collaborating in the development of WBL.</li> <li>• Providing support and encouragement to staff.</li> <li>• Actively promote the educational philosophy of Alfriston College.</li> <li>• Having the wisdom and mana to effectively support and, where necessary, mediate</li> </ul>

	<p>adult relationships within the whanau, and with SLT where appropriate.</p> <ul style="list-style-type: none"> <li>• Assisting with building the necessary skills to communicate effectively with whanau.</li> <li>• Communicating effectively with colleagues in a timely and professional manner.</li> </ul>
Working with whaanau	<ul style="list-style-type: none"> <li>• Communicating effectively with parents in a timely and professional manner.</li> <li>• Creating enduring relationships with the families of students.</li> <li>• In collaboration with colleagues, continue to build and maintain relationships with whanau via regular HSP hui, whanau celebrations, phone calls, emails, texts etc.</li> </ul>
Working with others	<ul style="list-style-type: none"> <li>• Promoting the Whanau within the school and community.</li> <li>• Developing and supporting inter Whanau relationships.</li> <li>• Ensuring that the maintenance and internal decor of the Whanau reflects learner pride, AC and Whanau values.</li> <li>• Contribute to school-wide planning and self-review that supports high levels of learner achievement</li> <li>• Run the inter-whanau comps.</li> <li>• Uphold and communicate a clear, shared vision of what whanau is meant to be and do at AC.</li> </ul>

### **General Responsibilities**

- Promote an awareness of the bicultural nature of Alfriston College.
- On-going up-skilling of staff
- On-going professional learning and development
- Health, safety and well-being of learners and staff in the Whaanau

Any other duties as reasonably required by the employer

### **Declaration:**

Approved by:	
Date approved:	
Reviewed:	
Appointee:	
Date appointed:	