Team Leader
JOB DESCRIPTION

Position: Middle Leader - Senior Team

Responsible to: DP, Principal, Board

Terms of Employment: As per Primary Teachers' Collective Agreement

Purpose of the position: To be an effective leader who is a passionate, enthusiastic, lifelong learner, committed to enabling their team to enact Te Tiriti o Waitangi and our school SHINE values.

Key Tasks:

- To demonstrate effective, research based pedagogy and meet all aspects of the kaiako job description and code of professional responsibility.
- To contribute to the school Strategic Plan and implement goals and objectives as a team
- To motivate, encourage and support the culture and wellbeing of the team and to communicate with SLT any concerns about the wellbeing, conduct or competence of team members so that proactive support can be provided.
- To place new enrollments in the most appropriate class based on the information at hand - to contact previous kura if more information is required.
- To lead the planning of programmes within the team which meet the the school's localised curriculum and the Aotearoa NZ curriculum
- To lead the team in following school assessment processes and use data to plan appropriately differentiated learning
- To lead the team in reflecting on learning and progress
- To use the school's health and safety practices to ensure the safety of staff and pupils both onsite and in planning for and participating in EOTC activities.
- To ensure administrative tasks are completed on time and accurately.
- To delegate tasks and mentor team members in order to build capability
- To foster relationships with students, colleagues and whānau which demonstrate PB4L and our SHINE values
- To have brave conversations when challenges arise, problem solve to achieve effective solutions and support restorative outcomes.
- To communicate regularly with the team, running effective hui and sharing outcomes to DPs and Principal through minutes and discussions.
- To ensure that the team keeps whānau informed about the progress and wellbeing of tamariki through day to day contact, Skool Loop/Books, hui ā-whānau and written reporting.
- To contribute to the budget setting process and effectively use available assets, facilities and resources to support learning

Name: _____

Signed: _____ Date: _____

Principal: _____ Date: _____

