EXECUTIVE RESPONSIBILITIES

	STRATEGIC ROLE	EXECUTIVE TEAM ROLE
HEADMASTER	• School Governance (BOT) • Staffing • School Culture • Finance • Enrolments, Community, parents • Works • Curriculum Overview • School Foundation • Hostel • Property • Annual Report • Publications • Strategic Plan • Professional Development • Public Relations • Senior Management Team, Heads of Faculty • Arts & Culture • Development Management • Māori Liasion	• Faculty Liaison (LAM) • Assembly Support • House Support (All) Regular Meetings with Personnel: • Honours Committee • Boarding Management • International Dean • Executive Staff • Business Manager • Office Manager • Board Sub-Committees • Property Manager • Archivist / Old Boys • Senior Management • Guidance Counsellors • International • Kaiārahi Māori
ASSOCIATE HEADMASTER Operations and Staffing	• Deputise for Headmaster • Internal Communications • School Calendar • Daily Programme • Health & Safety Lockdown and Evacuation Procedures • Duties • Honours Committee • Enrolments • Ministry Attendance • Staffing • Pastoral • New Teacher Programme	• Faculty Liaison (Science) • Assembly Support (Year 10) • Duty Day Support • House Support (Wilson) Regular Meetings with Personnel: • Health & Safety Committee • Ground Staff • BOT • Director of Teacher Support
DEPUTY HEADMASTER Student Leadership and Communications	• Student Leadership • Prefects • Pasifika Liaison • School Photographs • External Communications • Old Boys & Archives Support • HBHS Foundation • HBHS Hall of Fame • Senior Formal Assemblies • Student Mentoring Programme 20/20	• Faculty Liaison (Social Studies) • Assembly Support (Year 13) • Duty Day (Monday) • House Support (Taylor) Regular Meetings with Personnel: • Publications Manager • Communications Manager • Old Boy Liaison/Foundation Manager • Senior Prefects • Director of Community & Alumni • Pasifika Tutor Group Teachers
DEPUTY HEADMASTER Curriculum / Teaching and Learning	• NZ Curriculum Implementation • Effective Teaching Practice • AI • BYOD • New Diploma Qualification • Supported Learning Programmes • Advanced Learning Programmes • Careers/Transition and Tertiary Links • Strategic Plan (Academic) • Academic Achievement • Cultural Honours Committee	• Faculty Liaison (Technology) • Assembly Support • Duty Day (Tuesday) • House Support (Tait) Regular Meetings with Personnel: • Director of Arts and Culture • Director of Learning Support • Director of Advanced Learning • Director of Teaching and Learning • Curriculum Coordinators • Careers and Gateway • Literacy Leader
ASSISTANT PRINCIPAL Systems and Organisation	• Day Relief • Extra-curricular Programmes • High Performance Programmes • Service Programmes • School Branding • School Events • EOTC	• Faculty Liaison (HPW) • Assembly Support (Yr 9) • House Support (Wilson) • Duty Day (Wednesday) Regular Meetings with Personnel: • Director of Sport • TIC Service • Chair of Honours Committee (Sport)
ASSISTANT PRINCIPAL Pastoral	• Pastoral Care System • Discipline/Detention System (Faculty and Litter) • Standdowns • Suspensions • Saturday Detention Organisation/Follow-Up • Student Attendance Strategy • Attendance Registers (Kamar) • Multicultural Manaaki Centre • Guidance Network	• Faculty Liaison (English) • Assembly Support (Yr 11) • Duty Day (Thursday) • House Support (Baigent) Regular Meetings with Personnel: • Senior Dean(s) • Deans • Guidance Counsellors • Nurses
ASSISTANT PRINCIPAL Assessment and Reporting	• Principal's Nominee • CIE Exams • Evidence-based Review • Value-added Tracking • Assessment and Reporting • New Diploma Qualification • Academic Achievement • AI • KAMAR • Timetabling • Student Tracking • School Bridge	• Faculty Liaison (Maths) • Assembly Support (Yr 12) • Duty Day (Friday) • House Support (Steel) Regular Meetings with Personnel: • Director of Teacher Support • Curriculum Co-ordinators • School Timetable