Taumata Rau
Heights Through Opportunity

Western Heights High School

Year Level Dean

Position Title	Year Level Dean
Reports to	DP – Manaaki, DP Marau and respective Senior and Junior Dean (as per structure)
Working Relationships	External: caregivers, Government agencies Internal: e.g. Principal, Deputy Principals, Pastoral network staff, Heads of Faculty, Achievement Pathway Mentor, Learning Support Staff. Subject Teachers, Form Teachers and Senco
Employment Status	Full-time Permanent
Purpose of Position	The Year Level Deans are responsible for the subject selection, academic monitoring, attendance, organization, and behaviour management for set year level.
Allowance	Time and 2 x Permanent units and 1 x MMA 8 x hours, 5 x hours of which to be timetabled in Deans corridor
Key Responsibilities	**Performance Indicators**
Generate pride across Western Heights High School and a sense of belonging	Students demonstrate pride in the school through their appearance, conduct and achievements The leadership qualities of the staff and students in set year level are supported and developed Year Level Assemblies which recognise the success of members of the year group are held regularly Liaison with the other members of the pastoral team to promote key messages.
Support the school Pastoral Care and behaviour management plan (PB4L)	As a member of the pastoral team, effective contribution is made to the pastoral care, engagement and management of students in the set year level, Regular meetings are held with the team of form teachers and they are overseen to ensure that key tasks are performed effectively.
Monitor academic progress of students in the set year level	Regular monitoring of academic progress of students as per monitoring schedule for set year level. (Both NCEA, asTTle and progressions in future) Students that are identified as at risk of not achieving or target students are referred for extra support from appropriate personnel.
Support the academic progress of students in the set year level	Assist students to enrol in programmes that will allow them to reach their potential in a chosen pathway. Support for students in respective year level at the beginning of the year with option selection, timetable clashes and monitoring class sizes. In collaboration with subject teachers and form tutors, students who may need extra support to reach their academic potential are referred to appropriate personnel. (APM, LSC, Guidance, HOF, Attendance Team...)

WISDOM AND HONOUR

	Attendance is monitored and the roll is maintained
Monitor and support students to increase their attendance	Monitor student attendance in set year level Identify students who are at risk of not meeting the 90% target and take action to mitigate through: student and caregiver hui, referral to attendance team, consequence system for truanting. Ensure form teachers are following the school systems and procedures. Duty contribution will be done in the forms of running a consequence system for set year level one lunchtime per week.
Communicate clearly with all relevant stakeholders to improve outcomes for students.	There is timely and appropriate communication with learners, colleagues, caregivers, and the wider community. The school-whanau partnership is developed and maintained. Assistance is provided with the writing and quality assurance of reports to caregivers and report evenings are attended as both a Subject Teacher and as a Year Level Dean
Demonstrate commitment to ongoing personal and form teacher professional learning and improvement of professional practice.	An individual commitment to improving teaching practice and improving learner outcomes is evident. Contributing to others' professional development as appropriate to improve outcomes for students
Organization and participation at key events and year level tasks	Organizing, facilitating and participating at key events that relate to role as Year Level Dean: eg testimonials, scholarship applications, camps, ball, prizegiving, assemblies...
Any other duties as required by the principal.	