St Albans School | Te Kura o Hato Ōpani

Position Description 2027 | Kaiako & Leaders

| Pipeline 1–4

Professional accountability: In accordance with role, employment responsibilities, Teaching Council requirements, the Hato Ōpani Leadership Matrix and Pipeline Matrix and PGC requirements.

This Position Description applies to all certificated teachers and leaders. Specific leadership role maps, units and release allocations are outlined in the: Leadership and Pipeline Matrix document.

The Four Pou

1. Relationships	2. Classroom Management
High care, high expectations and culturally responsive relationships with ākonga, whānau and colleagues.	Calm, safe and inclusive learning environments built through consistent, predictable routines and positive, preventative and restorative practice.
3. Design	**4. Delivery**
Coherent curriculum and learning design informed by evidence, assessment and knowledge of learners, their identities, languages, cultures and needs.	Explicit, responsive and evidence-informed teaching using our agreed High Leverage Teaching Practices to maximise participation, progress and achievement.

| The Four Pou are further described and developed through the Instructional Playbook

Professional Accountability

Teaching Council Standards	Professional Standards — Collective Agreement
| Professional growth, practice and certification	| Employment performance and competency
The eight Teaching Standards describe the professional knowledge, practice and relationships expected of certificated teachers. They form the foundation of our Professional Growth Cycle.	The Professional Standards contained within the relevant Collective Agreement establish employment expectations and provide a framework for addressing performance or competency concerns where required.
We use these to grow, reflect, coach and celebrate professional practice.	*These apply to employment performance and competency processes.*

Professional Growth, Certification and Endorsement

All certificated teachers and leaders, Pipelines 1–4, are responsible for maintaining their professional certification.

This includes:

- actively engaging in an annual Professional Growth Cycle;
- using evidence, reflection, feedback, coaching and professional learning to continually strengthen practice;
- engaging in required professional learning;
- demonstrating the Teaching Standards in practice;
- holding a current practising certificate; and
- completing the required endorsement process for renewal of certification.

| The way this is demonstrated may differ according to role and Pipeline, but the Teaching Standards apply to every certificated teacher and leader.

- *Professional growth and endorsement will be confirmed through the appropriate process for the role.*

Leadership and Additional Responsibilities

Some positions carry additional leadership, curriculum, specialist or operational responsibilities and may include management units and/or additional release. These responsibilities are recorded transparently in the annually updated Roles and Responsibilities Folder and Role Maps.

All leadership operates through the **Hato Ōpani Pipeline Model:** **Every person has two responsibilities:** • Lead well at your level. • Actively grow and support the level below.	**Pipeline 1:** Kaiako: Learners and Practice
	Pipeline 2: Team Leaders: Teacher Capability and Team Consistency
	Pipeline 3: Senior Leaders: School-wide Capability, Implementation and Systems
	Pipeline 4: Principal: Strategic Direction, Organisational Coherence and Accountability
LINKS	→ Leadership and Pipeline Matrix → Roles and Responsibilities Folder

The Hato Ōpani Way

Who we are and how we work

Vision: Grow | Nurture | Thrive

At St Albans we are: *Growing confident learners, nurturing identity and wellbeing, thriving through kotahitanga*

Our Uara (Living our Values)
Rangatiratanga | Manaakitanga | Kaitiakitanga

Our Professional Practice: The Four Pou

Our Commitment: Te Tiriti o Waitangi

Health, Safety and School Systems
All staff are responsible for maintaining a safe and well-managed environment.

Staff will:

- complete required induction, training and certification appropriate to their role;
- know where school policies, procedures and operational guidance are located;
- access and follow the relevant policy, procedure or process when required; and
- seek clarification where unsure.

Policies, procedures and operational guidance: SchoolDocs | SOPs | School Portal | HERO

Annual Professional Commitment

By signing this Position Description, I acknowledge my responsibility to:

| uphold the values and professional expectations of Hato Ōpani; meet the Teaching Standards and relevant Professional Standards; engage actively in my Professional Growth Cycle; work within the responsibilities of my role and Pipeline; and access and follow relevant school policies, procedures and processes when required.

Name	
Role	
Signature	
Date	