



## Position Description

<b>Position:</b>	Dean of Whanau / House
<b>Department:</b>	Pastoral Care
<b>Responsible To:</b>	Deputy Principal
<b>Engagement Type:</b>	Permanent
<b>Supervisory Responsibilities:</b>	Responsibility for Kaiārahi of Whanau / House
<b>Purpose:</b>	To support the delivery and achievement of the school's vision, values and goals including the Akonga Profile. To lead a positive Whanau / House culture. To lead Kaiārahi and ensure they are meeting key requirements of the <a href="#">Great Kaiārahi</a> model.

## KEY RESPONSIBILITIES/JOB DUTIES

### Leadership

- Lead, guide, support and develop Kaiārahis' ability to meet the requirements of the great Kaiārahi model.
- Implement the Ako curriculum that develops identified aspects of the Akonga profile.
- Lead Whanau/House operation in Ako time. Develop an annual plan that provides direction around how to effectively deliver the Ako curriculum during Ako time.
- Develop and install whanaungatanga within the Whanau/House for Kaiārahi and students.
- Facilitate all Whanau/House meetings including assemblies.
- Develop student leadership within the Whanau/House.

### Pastoral Care and Guidance

- Contribute to Deans and management meetings and implement actions as a result of these meetings.
- Contribute to and implement the WHS student behaviour plan and ensure Kaiārahi are knowledgeable and performing all functions related to the student behaviour plan.

### Academic and Career Counselling

- Tracking, monitoring and reporting Whanau/House progress toward meeting schoolwide and individual goals and targets, and implementing action plans for identified individuals and groups.
- Ensure all students in the Whanau/House receive regular career counselling and support, resulting in appropriate option choices for future pathways.

### Administration

- Produce an annual report outlining the contribution of the Whanau/House toward the school strategic plan.
- Ensure that pastoral records on Kamar are up to date and accurate.
- Mobilise and lead Kaiārahi and students to provide a high level of participation in various Whanau/House competitions
- Perform duties as required for Graduation.

*Note: As this is not a stand alone position, the Practising Teacher position description and responsibilities also apply.*

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform any reasonable and lawful duties outside of their normal responsibilities from time to time, as requested by their line manager.*