



Position Description

Position:	Dean of Whānau / House
Department:	Pastoral Care
Responsible To:	Deputy Principal
Engagement Type:	Permanent
Supervisory Responsibilities:	Responsibility for Assistant Dean and Kaiārahi of Whānau / House
Purpose:	To support the delivery and achievement of the school's vision, values and goals including the Ākongā Profile. To lead a positive Whānau / House culture as per the Great Whānau Dean model. To lead kaiārahi and ensure they are meeting key requirements of the Great Kaiārahi model.

KEY RESPONSIBILITIES/JOB DUTIES

Leadership

- Lead, guide, support and develop the ability of Assistant Deans.
- Lead, guide, support and develop the ability of kaiārahi to meet the requirements of the Great Kaiārahi model.
- Support the implementation of an Ako curriculum that develops identified aspects of the Ākongā profile.
- Lead Whānau/House operation in Ako time.
- Develop and instill Whanaungatanga within the Whānau/House for kaiārahi and students.
- Facilitate all Whānau/House meetings including assemblies.
- Develop student leadership within the Whānau/House.
- Have high expectations for the Whānau and monitor holistic wellbeing.

School Culture

- Support the modelling and acknowledgement of positive school culture.
- Lead kaiārahi to monitor and support the participation of students in extra and co-curricular activities.

Pastoral Care and Guidance

- Contribute to Deans and management meetings and implement reasonable actions as a result of these meetings.
- Contribute to and implement the WHS student behaviour plan and ensure kaiārahi are knowledgeable and perform all functions related to the student behaviour plan.
- Implement the WHS Attendance Policy and ensure patterns of poor attendance are followed up on in accordance with this policy.
- Liaise with Heads of Learning Area to support positive behaviour.
- Conduct investigations into behaviour incidents, compile key facts, attend discipline meetings, implement and record key outcomes and support students following discipline meetings.
- Ensure WHS meets its duty of care for students; inform senior leadership and parents/guardians in a timely manner of any concerns around student safety.
- Refer students to other staff and outside agencies as required.
- Work with other deans and Senior Leadership to identify needs and develop targeted programs to support student development.

Academic and Career Counselling

- Tracking, monitoring and reporting Whānau/House progress toward meeting schoolwide and individual goals and targets, and implementing action plans for identified individuals and groups.
- Liaise with Careers staff as required to support student pathways and achievement of best possible qualification.



Administration

- Stay familiar with, and act in accordance with key policies and procedures as outlined in School Docs.
- Produce an annual report outlining the contribution of the Whānau/House toward the school strategic plan.
- Ensure that pastoral records on Kamar are up to date and accurate in relation to dean investigations, actions and interventions.
- Mobilise and lead kaiārahi and students to provide a high level of participation in various Whānau/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.



Position Description

Position:	Practising Teacher
Responsible To:	Head of Learning Area/Senior Leadership Team
Purpose:	Fulfill the code of professional responsibility and standards for the teaching profession as set out by the Teaching Council. Support students to fulfill all aspects of the WHS Ākongā Profile.

KEY RESPONSIBILITIES

Adhere to the Values that underpin the teaching Code and Standards as set out by the Teaching Council:

- **Whakamana:** empowering all learners to reach their highest potential by providing high-quality teaching and leadership.
- **Manaakitanga:** creating a welcoming, caring and creative learning environment that treats everyone with respect and dignity.
- **Pono:** showing integrity by acting in ways that are fair, honest, ethical and just.
- **Whanaungatanga:** engaging in positive and collaborative relationships with our learners, their families and whānau, our colleagues and the wider community.

Code of Professional Responsibility:

1. Commitment to the teaching profession - Ko Te Ngākaunui Ki Te Umanga Whakaakoranga
2. Commitment to Learners - Ko Te Ngākaunui Ki Ngā Ākongā
3. Commitment To Families And Whānau - Ko Te Ngākaunui Ki Ngā Whānau
4. Commitment To Society - Ko Te Ngākaunui Ki Te Hapori Whānui

Adhere to the standards for the teaching profession as per the Teaching Council:

1. **Te Tiriti o Waitangi partnership:** Demonstrate commitment to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand.
2. **Professional Learning:** Use inquiry, collaborative problem solving and professional learning to improve professional capability to impact on the learning and achievement of all learners.
3. **Professional Relationships:** Establish and maintain professional relationships and behaviours focused on the learning and wellbeing of each learner.
4. **Learning-focused culture:** Develop a culture that is focused on learning, and is characterised by respect, inclusion, empathy, collaboration and safety.
5. **Design for learning:** Design learning based on curriculum and pedagogical knowledge, assessment information and an understanding of each learner's strengths, interests, needs, identities, languages and cultures.
6. **Teaching:** Teach and respond to learners in a knowledgeable and adaptive way to progress their learning at an appropriate depth and pace.

For more details and for any updates to the above please refer to the Teaching Council.



Comply and uphold the Professional Standards for Secondary Teachers as per Supplement 1 of the Secondary Teachers' Collective Agreement.

Includes but not limited to standards of:

1. Professional Knowledge
2. Professional Development
3. Teaching Techniques
4. Student Management
5. Motivation of Students
6. Te Reo me ona Tikanga
7. Effective Communication
8. Support for and Co-operation with Colleagues
9. Contribution to Wider School Activities

Comply with the policies and procedures of the Wakatipu High School Board of Trustees.

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