

Points to note:

- This intention is to establish teams that work on areas of strategic importance. The DP and AP will work as a team on the strategic priority for the school, dividing responsibilities of the leadership in that area according to expertise. The DP is senior and assumes overall responsibility for the area of the school.
- The whole Senior Leadership Team will focus on the development of people. This means we maintain the House Dean connection and the Head of Faculty connections.
- Out of this structure drops the particular responsibilities. E.g. from Strengthening Culture emerges PB4L, Sport & Arts, pastoral team, wellbeing etc.
- Links in with the [strategic plan](#) and the plan on a page [summary](#).

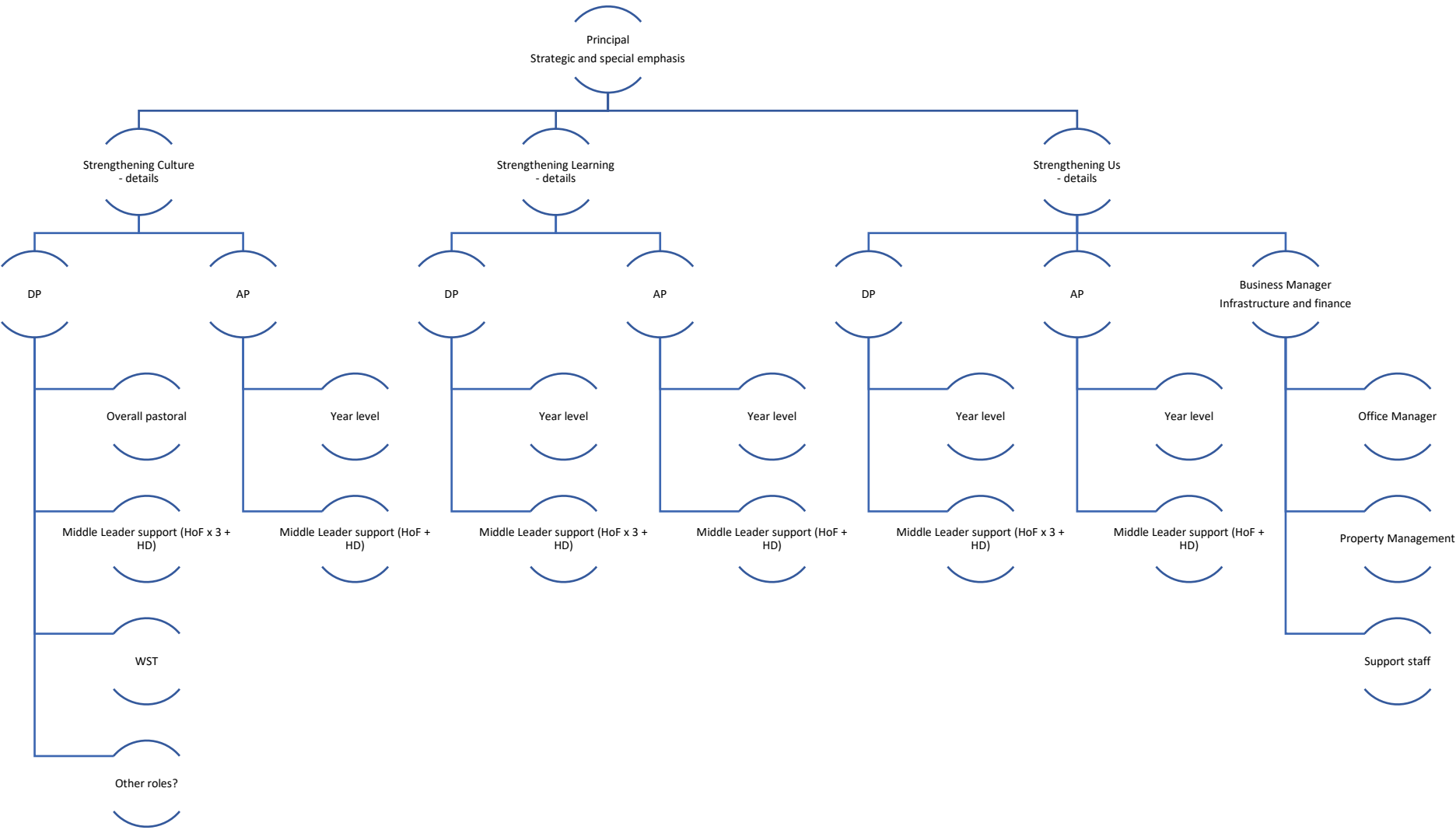
What's covered? (more detail in the [job descriptions](#))

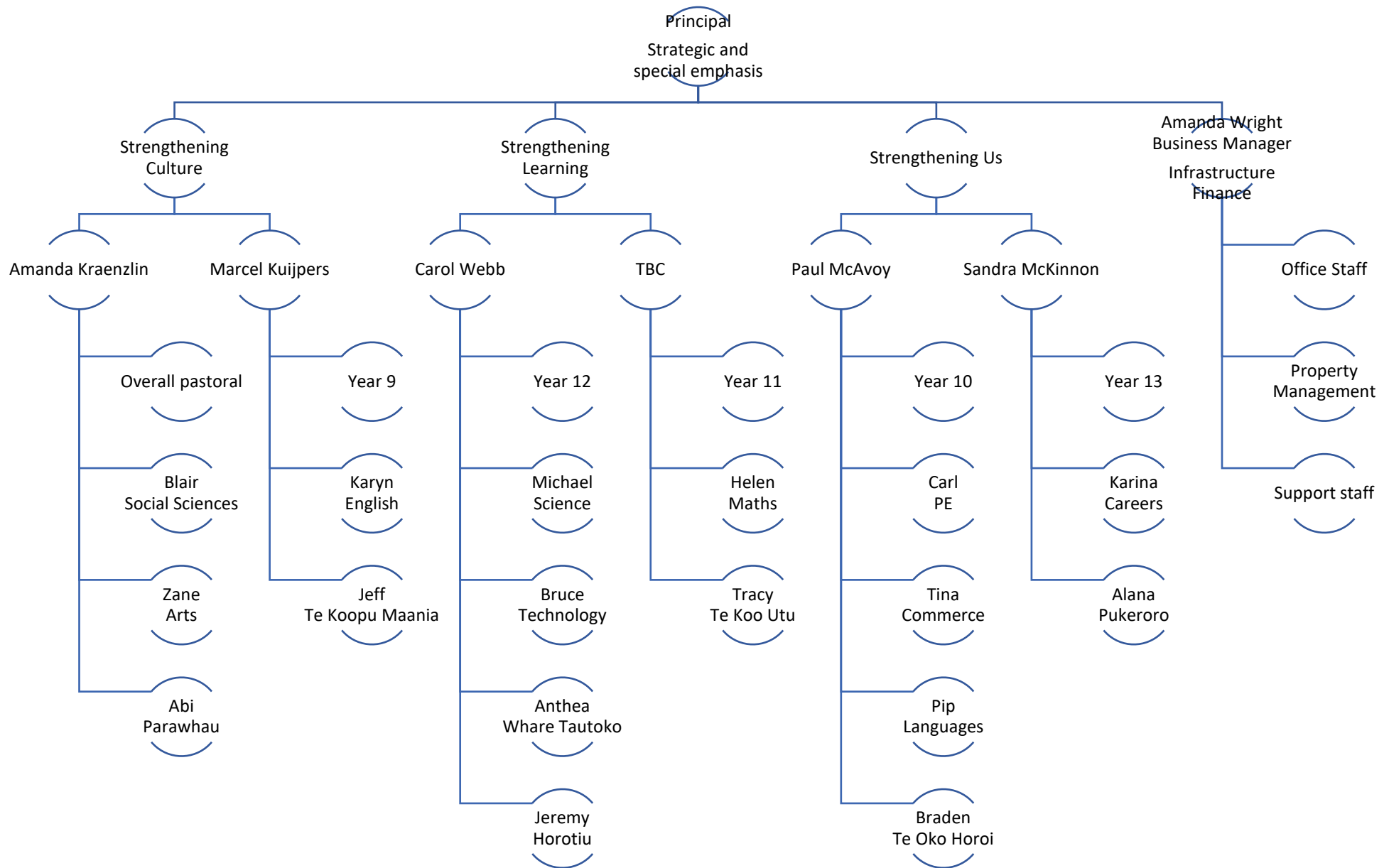
Strengthening Culture	Strengthening Learning	Strengthening Us
1.5 2.1 2.2 2.3 Pastoral – behaviours (consistency, cultural and positive behaviours reinforcement) Form teachers	1.1 1.2 1.3 1.4 1.6 3.1 Coaching and development and PGC PCT Form teachers	1.7 2.4 Measurement of: <ul style="list-style-type: none"> • 1.2, 1.4, 1.5, 1.7 • 2.4, 3.1 3.1 HR process and PGC 4.2 Pastoral processes and roles BAU – calendar timetables etc Support staff IT and Property

Other ideas/queries to consider:

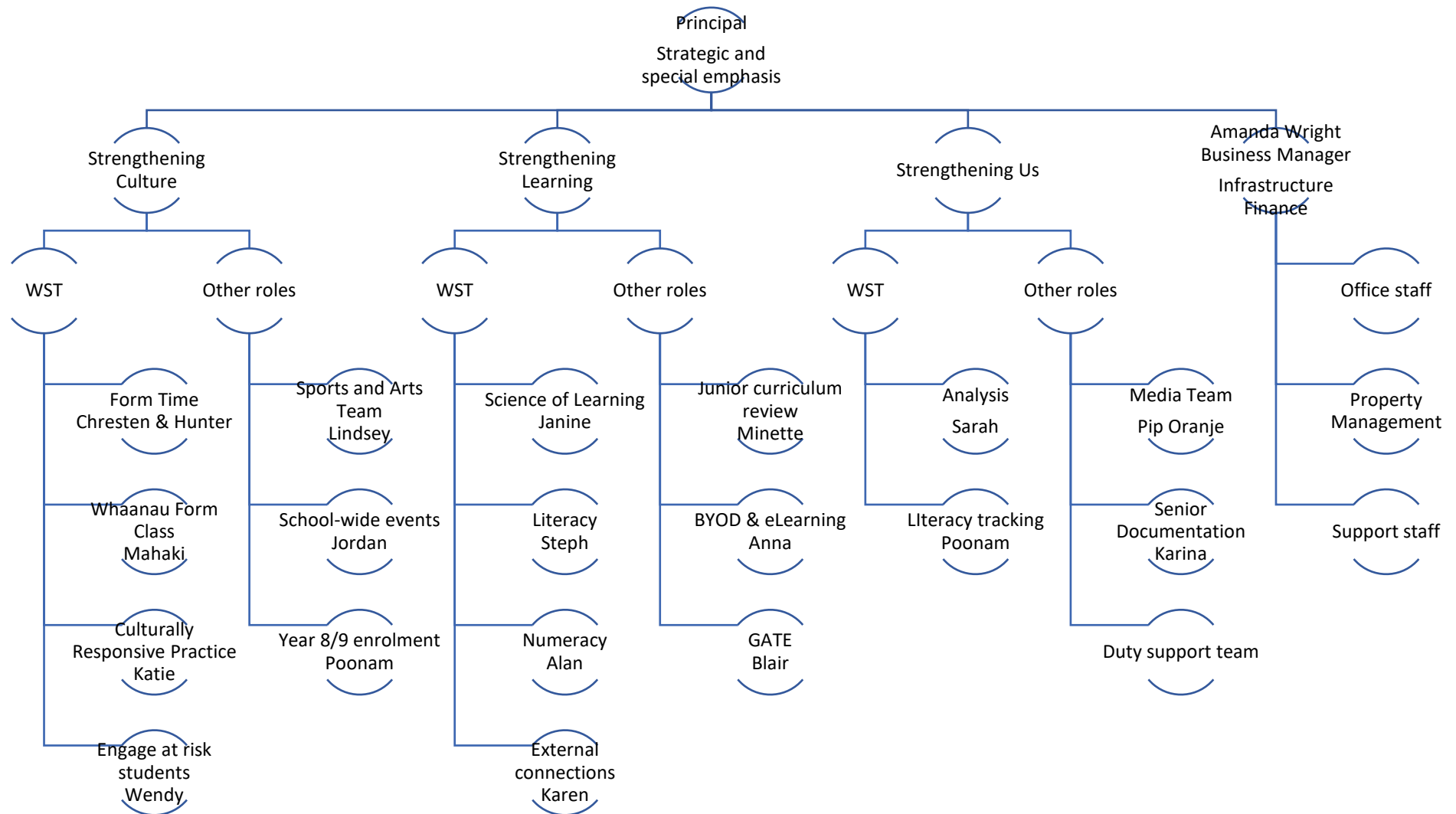
- Awards evenings and other events – divide according to relevance
- Role of Deans and HoFs as leaders and their connection with SLT – maintain status quo as possible.
- Job descriptions for each role to be defined. Suggested division of responsibilities is provided [here](#), but this should be finalised in conjunction with the members when in the new roles.
- To consider the administrative support offered to the team and a re-purposing of support staff to offer each team support.

Task specific detail – used to inform the JD and taken from this [list of current responsibilities](#) from SLT





WST and other roles with SLT



Principal SLT leadership and special emphasis as needed school-wide	Strengthening Culture	DP	Overall pastoral support
			Middle Leader support (HoF x 3 + House Dean)
		AP	Year level support
	Strengthening Learning		Middle Leader support (HoF + House Dean)
		DP	Year level
			Middle Leader support (HoF x 3 + House Dean)
		AP	Year level support
			Middle Leader support (HoF + House Dean)
	Strengthening Us	DP	Year level support
			Middle Leader support (HoF x 3 + House Dean)
		AP	Year level support
			Middle Leader support (HoF + House Dean)
Business Manager - Infrastructure and finance	Office Manager		
	Property Management		
	Support staff		

Strengthening Us

Processes supporting smooth running of the school

Effective internal communications.
HR processes and PGC.
Evidence-based analysis and self-review.
Relief leadership.
Staff handbook and new staff induction.
Development of a forward looking IT plan.
Health and Safety.
Evaluation of of the Strategic Plan.

SMS (KAMAR) and other student systems.

Support of academic progression and mentoring.
Track and support students for all secondary school qualifications with a special emphasis on targeted groups (incl. the pathways class)
Attendance monitoring.

School calendar

Start and end of year arrangements.
SLT minutes and meetings.
School meetings schedule, including internal professional development plan.
Overall School Events and Trips planning, including EOTC.
Ensuring SLT presence and visible support of school events.

School promotional material

Senior Curriculum Guide.
Prospectus and enrolment.
Enrolment process.

Timetable

Student course selection process.
Ongoing review of timetable to best meet learning needs of students.
Leadership of school timetable team

COVID planning and management

Continuity preparation.
Contact tracing and information.
Information gathering to assist in decision making.

Strengthening Learning

Curriculum development and delivery

Junior curriculum review.

NCEA changes.

Kahui ako liaison.

Outcomes for graduates, including learning pathways and exit opportunities.

Special programmes (GATE, Careers, EXT4).

Examinations and Principal's Nominee.

Areas of school-wide emphasis (Literacy and Science of Learning).

E-learning.

Staff development

Evidence-led professional development to enhance learning and school programmes, especially the Form Time programme.

Professional Growth Cycle.

Provisionally Certified Teachers.

External Professional Development coordination (working with a committee).

Student teachers.

Coaching and leadership development for new and existing managers within the school community.

Student academic progress and achievement

Academic mentoring.

Academic reporting.

Academic recognition (assembly and other awards).

Strengthening Culture

School-wide culture

PB4L.

Wellbeing Programme to strengthen CHS.

Cultural competency (staff-focused).

Welcoming of new students and staff.

Leadership of school-wide activities.

Staff acknowledgements.

Celebrating student success (non-academic).

Leadership of special school events.

Alumni network development and maintenance.

Positively influence student culture

24/7.

Child welfare.

Student pastoral/support.

Expectations and discipline.

Peer support.

House system development

House Deans.

Director of Houses.

Student leadership development.

Culturally responsive practice

Ngaa Poutiaki liaison (Maaori community group)

Ongoing support and development of, student leadership group, Te Huunga Taikaakaa.

Understanding and use of te reo Maaori me tikanga Maaori.

Leadership of Sports and Arts

Complaints resolution and guidance of committees/TICs/admin team.

Valuing staff and community support.

Support strategic development and maintenance for the codes uniform, promotion and community image of CHS participants.