

**Wairakei Primary School Team Leaders Job Description:**

**Name**

**Employed By:** Wairakei Primary School Board of Trustees. Please see relevant contractual agreements in respect to requests for leave / resignation.

**Contractual Obligations:** Contractual agreements, terms and conditions are as implied under the current `The Primary Teachers Collective Employment Contract'. If employees are not members of the New Zealand Educational Institute, then an individual employment contract will be established.

**Responsible to:** Wairakei Primary School Board of Trustees, Principal, Senior Leadership

**Relationships with:** Principal, Deputy Principal, Lead Teachers, Teaching Staff, Ancillary Staff, Outside Agencies, Parent, Pupils

**Responsible For:** All aspects of leadership within the designated team, promoting the schools vision and values, student development

 and achievement, whilst working within the aims, policies and objectives, and financial limits of the Annual Plan.

**Primary Objectives:**

To provide professional leadership within your team.

Active participation in the school leadership team.

To coordinate, manage and supervise long term and day to day curriculum planning and delivery within your teaching team.

To monitor student progress and achievement, student welfare, planning, assessment, reporting and reflections within designated team/syndicate.

To provide appropriate support in the management of student behaviour.

To provide an effective communication link between the senior leadership of the school and your team.

To maintain effective and appropriate relationships both within the school and with its community.

 **Special Nature of the position:**

Lead a school curriculum team.

Take part in PTA meetings and school PTA events.

**Key Indicators of the role of Team Leader**

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| **Criteria** | **Key Indicators** |
| To provide professional leadership within your team. | Creates a learning culture within the teamStaff feel supported, well managed and given effective guidanceProvides support and effective leadership in implementing current professional learning and developmentProvides opportunities for team members to take on responsibilities within the teamIs the appraiser of team membersParticipates in the school professional learning and development programmeRuns regular and effective team meetingsMinutes of meetings are kept as an accurate recordEnsures accuracy of mid-year and end-of-year written reportsAssists in the induction of new staff membersEffectively manages team consumable budgetMaintains confidentiality |
| Active participation in the school leadership team  | Promote a culture of teaching as inquirySupport and contribute to the school’s strategic planCommunicate effectively with other teams across the schoolBe proactive with timetable changesStay up to date with educational trends and curriculum development – professional readingsSupport and share ideas with other syndicate leaders – make use of their expertise.Ensure key information is shared in a timely and appropriate manner between syndicate members and other staff as necessaryAs a leader develop a learning network which values and supports the school vision, allows individuals to contribute and encourages group decision makingAdvocate what is best for children and the organisationEnsure all school wide expectations are fulfilled |
| To coordinate, manage and supervise long term and day to day curriculum planning and delivery within your teaching team. | Maintains accurate and current knowledge of curriculum areasLeads team planningDevelops team action plan with regular updatesReports team development/progress to the BOT at the end of the yearRegularly monitors teacher planning with reflective commentsEnsures that teaching programmes comply with the school curriculum |
| To monitor student progress and achievement, student welfare, planning, assessment, reporting and reflections within designated team/syndicate  | Leads team in understanding assessment requirementsEnsures that appropriate assessment levels are given through moderationEnsures that all students are assessed and receive feedback from their teachersEnsures that all records of students are recorded and completed on timeDiscusses assessment data with team members to target student needsCan interpret team data to allow for differentiation is aware of students at risk, causing concern or achieving at a very high standardSupervises reporting to parents according to school guidelines |
| To provide appropriate support in the management of student behaviour. | As appropriate, supervises classroom management practiceProvides supportive advice to teachersDeals in a positive manner with behaviour problemsKeeps appropriate notes on studentsLiaises with senior leadership regarding behaviour issues |
| To provide an effective communication link between the senior leadership of the school and your team | Ensures a clear line of communication between leadership meetings and team meetingsEnsures that decisions made at leadership meetings are carried outAccurately represents team views in meetingsStaff are encouraged to participate in school wide activities - actively supporting the direction of the school and other members of the leadership teamCommunicate effectively with key stakeholders: students, other staff, parents and the wider communityRespect the roles and responsibilities of the Board and Principal, especially as they affect the community and school staffEnsure that the Principal is aware of all matters, that may be significant in the running of the schoolDemonstrates and promotes the vision, values and learning competencies of the schoolModel appropriate values of leadership eg. collaboration, communication, honesty, integrity, resilience, perseverance, self-management, problem solving, creativity |
| To maintain effective and appropriate relationships both within the school and with its community. | Models school values at all timesHas a good level of communication skillsDevelops appropriate relationships with students, staff and parentsActively supports policy decisions and charter obligationsParticipates actively in setting directions for the school |

Signed: Employee:

Signed: Date

Signed: Principal on behalf of the Board of Trustees

Signed: Date 