

**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 team  Staff feel supported, well managed and given effective guidance  Provides support and effective leadership in implementing current professional learning and development  Provides opportunities for team members to take on responsibilities within the team  Is the appraiser of team members  Participates in the school professional learning and development programme  Runs regular and effective team meetings  Minutes of meetings are kept as an accurate record  Ensures accuracy of mid-year and end-of-year written reports  Assists in the induction of new staff members  Effectively manages team consumable budget  Maintains confidentiality |
| Active participation in the school leadership team | Promote a culture of teaching as inquiry  Support and contribute to the school’s strategic plan  Communicate effectively with other teams across the school  Be proactive with timetable changes  Stay up to date with educational trends and curriculum development – professional readings  Support 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 necessary  As a leader develop a learning network which values and supports the school vision, allows individuals to contribute and encourages group decision making  Advocate what is best for children and the organisation  Ensure 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 areas  Leads team planning  Develops team action plan with regular updates  Reports team development/progress to the BOT at the end of the year  Regularly monitors teacher planning with reflective comments  Ensures 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 requirements  Ensures that appropriate assessment levels are given through moderation  Ensures that all students are assessed and receive feedback from their teachers  Ensures that all records of students are recorded and completed on time  Discusses assessment data with team members to target student needs  Can interpret team data to allow for differentiation is aware of students at risk, causing concern or achieving at a very high standard  Supervises reporting to parents according to school guidelines |
| To provide appropriate support in the management of student behaviour. | As appropriate, supervises classroom management practice  Provides supportive advice to teachers  Deals in a positive manner with behaviour problems  Keeps appropriate notes on students  Liaises 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 meetings  Ensures that decisions made at leadership meetings are carried out  Accurately represents team views in meetings  Staff are encouraged to participate in school wide activities - actively supporting the direction of the school and other members of the leadership team  Communicate effectively with key stakeholders: students, other staff, parents and the wider community  Respect the roles and responsibilities of the Board and Principal, especially as they affect the community and school staff  Ensure that the Principal is aware of all matters, that may be significant in the running of the school  Demonstrates and promotes the vision, values and learning competencies of the school  Model 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 times  Has a good level of communication skills  Develops appropriate relationships with students, staff and parents  Actively supports policy decisions and charter obligations  Participates actively in setting directions for the school |

Signed: Employee:

Signed: Date

Signed: Principal on behalf of the Board of Trustees

Signed: Date C:\Users\Paula.Farquhar\Downloads\WPS_A4_LetterHead_PowerGroupAPPROVED.png