

COMMUNITY LEADER JOB DESCRIPTION

YEAR 7-13

Community Leader (Y7-13) — Job Description

Position: Community Leader - Y7-10 or Y11-13
Responsible to: Senior Leadership Team

Primary Objectives:

- To support the Deputy Director (Discovery)
- To monitor and support Ao Tawhiti Unlimited Discovery's behaviour, learning and attendance systems
- To support learning advisors within their community
- To promote and develop community
- To support students with their independent learning
- To support Ao Tawhiti Unlimited Discovery's professional learning and development plan

Time:

4 hours release per week

Remuneration:

2 MU 2 MMA

	What has gone well over these two terms?	What am I going to focus over the next two terms?
Term 1 & 2		

	What has gone well over these two terms?	What am I going to focus over the next two terms?
Term 3 & 4		

Key responsibilities and outcomes

1. Support to Deputy Director (Discovery)

To act as Deputy Director

when DD is offsite

- To conduct investigations into student behaviour matters
- To promote and share the special character, guiding principles and values of the Ao Tawhiti Unlimited Discovery with staff.

	What has gone well over these two terms?	What am I going to focus over the next two terms?
T e r m 1 & 2		

	What has gone well over these two terms?	What am I going to focus over the next two terms?
T e r m 3 & 4		

2. To monitor and support Ao Tawhiti Unlimited Discovery's behaviour, learning and attendance systems

- To ensure learning advisors have marked all rolls each week
- To notify parents of students with a high rate of non attendance and develop a plan / strategy to improve attendance
- To ensure students in their community have a record of learning conversations/conferences and IEM/Ps
- To investigate all serious student behavioural matters that arise within the community
- To induct all new students to Ao Tawhiti Unlimited Discovery

	What has gone well over these two terms?	What am I going to focus over the next two terms?
Term 1 & 2		

	What has gone well over these two terms?	What am I going to focus over the next two terms?
Term 3 & 4		

3. To support learning advisors within their community

- Meet with learning advisors in Term 1 to develop their teaching as inquiry plan for appraisal
- Develop a plan in Term 1 for classroom and homebase observations that support appraisal
- Support learning advisors with setting appraisal goals in Term 1
- To develop a plan to support identified needs
- To induct new learning advisors to Ao Tawhiti Unlimited Discovery

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Term 1 & 2		

	What has gone well over these two terms?	What am I going to focus over the next two terms?
Term 3 & 4		

4. To promote and develop community

- Organise and lead termly celebrations of learning
- Organise and lead termly community evenings for parents
- Support the Senior Leadership Team with the organisation of school-wide events (for example, graduation, powhiri)

	What has gone well over these two terms?	What am I going to focus over the next two terms?
T e r m 1 & 2		

	What has gone well over these two terms?	What am I going to focus over the next two terms?
T e r m 3 & 4		

- To gather student voice on our how the community is promoting the special character, guiding principles and values

5. To support students with their independent learning

- To ensure students have an inquiry / independent learning / offsite plan for all non-class time
- To approve all offsite learning plans

	What has gone well over these two terms?	What am I going to focus over the next two terms?
T e r m 1 & 2		

	What has gone well over these two terms?	What am I going to focus over the next two terms?
T e r m 3 & 4		

6. To support Ao Tawhiti Unlimited Discovery’s professional learning and development plan

- Lead Community meetings during the term with learning advisors
- Promote school-wide professional learning within the community

Person specifications

Essential requirements:

- team member
- advocate for Ao Tawhiti Unlimited Discovery and community
- good communicator
- shares practice
- coaches / mentor others
- promotes a safe learning community
- open minded; open to share with others
- professional integrity to Ao Tawhiti Unlimited Discovery’s special character, guiding principles and values

Term 1 or 2

Appraisee_____ Date_____

Appraiser_____ Date_____

Term 3 or 4

Appraisee_____ Date_____

Appraiser_____ Date_____