



*A place to grow and thrive.
Te puna whakatipu*

Position Description: Unit Leader

Name:

Responsible to: Principal and Board of Trustees

Responsible for: Team of teachers and support staff in the Whakatane school unit and other duties as delegated

The purpose of this role is to support the Whakatane Unit team to improve the wellbeing, learning, and achievement of students. The Unit Leader will also support the strategic direction of Northern Health School by providing leadership related to the relevant goals of the Strategic Plan.

The Whakatane Unit Leader has formal teaching commitments and responsibilities listed as below. The teaching responsibilities undertaken are as outlined in the NHS generic position description.

Key Tasks	Indicators
To provide leadership in curriculum and methodology	<ul style="list-style-type: none"> • Student needs are central to the operation of the Unit. • Student progress is monitored through a range of evidence including use of data. Impact on learning is evaluated and programmes improved. • There is evidence of a growth and improvement mindset in the way learning is planned and delivered. • Guidance is provided to staff in the use of school and unit procedures. • Student needs are met through the development of programmes and the smooth day to day operation of the unit.

<p>To oversee the work of all teachers and support staff within the Unit. To assist in the implementation of efficient administrative procedures and student management</p>	<ul style="list-style-type: none"> • Unit based procedures and systems are developed, reviewed and records updated as appropriate. • Teachers, support staff and students are supported, and quality educational programmes are delivered within timeframes. • Teachers are supported to understand and respond to the impact that their teaching has on student learning and progress. • Regular staff Growth Cycle process is maintained in accordance with NHS procedures. • New Unit staff are inducted into the procedures of the School / Unit. • Students are assigned to teachers and teacher workload is monitored. • NZQA related systems and processes are in place monitored and deadlines met.
<p>To build relationships with local Iwi</p>	<ul style="list-style-type: none"> • There are positive relationships with local Iwi. • There is evidence of meaningful collaboration and consultation with local Iwi.
<p>To liaise with the management and staff of host organisations</p>	<ul style="list-style-type: none"> • Positive contact is maintained with host organisations and their staff. They are kept informed of NHS procedures, policies and activities in accordance with any Memorandum of Understanding agreed with NHS. • The NHS principal is kept informed of instances where the host organisation is not meeting its obligations, or any other issues which may arise that impact upon NHS service.
<p>To work and plan practically and strategically with other senior staff and professionals</p>	<ul style="list-style-type: none"> • Collaborate in the development and implementation of school-wide strategic plans and school improvement in order to respond to the needs of learners and achieve equitable outcomes for all. • Implement the school's strategic plan. • Senior management are informed of developments that impact upon the operation of the school and on student outcomes.

	<ul style="list-style-type: none"> • Work with other senior staff to establish school wide curriculum and resource needs and to develop strategies to meet these needs. • The sharing of students between units is facilitated.
To manage the Unit budget effectively and efficiently	<ul style="list-style-type: none"> • All financial policies and procedures are followed. • Unit spending is recorded, reviewed monthly and remains within the units budget parameters. • Any requests to exceed the budget are discussed with the schools accountant and approved by her. • Financial resources are used to appropriately support student learning outcomes. • Capital expenditure requests are sent to the school's accountant by 1 October each year for review and possible inclusion in the following years budget.
To maintain open communication with unit staff and the senior management team	<ul style="list-style-type: none"> • Contribution is made to staff forums and matters raised and decisions reached are reported back to all members of the team. • Team meetings are held regularly and minutes of those meetings kept. • Teachers in the unit are kept informed and consulted as necessary.
Employ and organise staff, arrange relief staff and plan for roll growth to provide equitable support for students.	<ul style="list-style-type: none"> • Continuity of teaching coverage is maintained. • Relief staff are familiar with NHS procedures and systems. • Plans are in place to meet expected roll growth in the Unit. • Students receive equitable service from teachers. • Staff understanding of pedagogy and the NZC are highly developed.
To facilitate the best possible service to students and assist in monitoring teacher workloads. To provide regular teaching service to eligible students wherever they are located.	<ul style="list-style-type: none"> • Students receive the best possible service with the staffing available to the unit, while maintaining equity • Teaching time is allocated fairly, according to the location and student need

	<ul style="list-style-type: none"> As required, data is made available from units for student assessment and evaluative purposes
To facilitate cooperative planning and organisation	<ul style="list-style-type: none"> There is evidence of unit, inter-unit, inter-school and interdisciplinary planning as appropriate
To ensure there is communication with families, schools and agencies as appropriate	<ul style="list-style-type: none"> Agencies and schools of enrolment are kept informed as appropriate Communication with agencies and schools is positive and leads to positive outcomes for students.
To raise the NHS profile among schools and agencies in the area	<ul style="list-style-type: none"> Schools and agencies with limited knowledge of NHS are identified and information provided Schools with fewer or reduced referrals receive information
To ensure records are maintained and stored	<ul style="list-style-type: none"> Student planning and records are up to date and follow school procedures. NHS enrolment and withdrawal processes are followed All team members have entered SMS information within required time frames

I agree to the undertakings of this Unit Leader Role.

Teacher: _____

Date: