



Northcote College
Job Description
Year Level Dean

Responsible to:	The Principal
Reporting to:	Senior Leader with responsibility for wellbeing and inclusion
Functional relationship with:	Students, whānau, form teachers, subject teachers, the Wellbeing Team, the Learning Centre team, the Attendance Officer, Senior Leadership Team and outside providers

This job description should be read in conjunction with:

- NZ Code of Professional Responsibility and Standards for the Teaching Profession (Our Code Our Standards)
- The New Zealand Curriculum
- ERO Evaluation Indicators
- Tātaiako
- The Northcote College Strategic Plan
- Northcote College Staff Guidelines

Quality teaching at Northcote College requires:

- Focusing on valued student outcomes – kia arotahia ngā hua ākonga uara nui
- Using knowledge, evidence, and inquiry to improve teaching – ko te mātauranga, te taunakitanga me te uiui hei whakapai ake te wahakaako
- Selecting, developing, and using smart tools and worthwhile tasks – ngā taputapu ngaio me ngā mahi whaikiko – whiria, mahia
- Ensuring sufficient and effective opportunities for students to learn – rau te ako, rau te mahi tōtika, rau te hua
- Developing caring, collaborative learning communities that are inclusive of diverse (all) learners – he piringa tauawhi, he piringa mahitahi, he piringa tauakoako, he piringa ākonga rerekura (katoa)
- Activating educationally powerful connections to learners' knowledge, experiences, identities, families, whānau, iwi and communities – whakatere hono ākonga torokaha, ākonga tū kaha
- Scaffolding learning and provide appropriate feed forward and feedback on learning - te ako poutama
- Be responsive to all students' learning, identities, and wellbeing – me aro ki te hā o te ākonga
- Promoting thoughtful learning strategies, thoughtful discourse, and student self-regulation – tākina te Wānanga
- Use of assessment for learning – te aromatawai i roto i te ako

Source: ERO School Evaluation Indicators

Key Responsibilities:

- Ensure the safety and wellbeing of students at all times.
- Provide appropriate, effective and engaging learning opportunities for ākonga | learners.
- Have high expectations for ākonga | learners.
- Engage in professional learning, teaching as inquiry.
- Develop educationally powerful connections and relationships with ākonga | learners, whānau | parents and colleagues.
- Develop students' learning-to-learn capabilities.
- Contribute to the school environment where ākonga | learners are happy and well, thrive academically, enjoy the co-curricular opportunities available and share positive values.
- Comply with board policies and relevant legislation.

Key Tasks as a Dean:

- Monitor student achievement, progress, attendance and wellbeing, create and implement plans as needed to support success in these areas.
- Contribute effectively to provide a safe, successful, inclusive and supportive learning environment
- Build positive learning relationships with students and whānau | parents
- Practise and lead in line with PB4L philosophy, restorative practices and the Northcote College pedagogies for learning.
- Maintain close and timely communication with staff and parents and keep appropriate records on KAMAR
- Recognise and acknowledge student excellence and share that with whānau | parents, staff and SLT.
- Lead and support students to actively uphold school expectations including the school values, Code of Expected Behaviours and dress code.
- Investigate cases of student misbehaviour, collecting statements and keeping clear records. Decide the appropriate next steps in line with school guidelines.
- Support the Head of Deans and the DP Inclusion and Wellbeing in pastoral proceedings and in keeping KAMAR up to date and leading return to school meetings.
- Work as a member of the student support team and be able to contribute to shared decisions. Encourage students to make full use of student support services
- Provide professional leadership to the team of form teachers.
- Lead Year Level Assemblies.
- Liaise with outside agencies as appropriate
- Support positive and successful transitions and pathways for students including class and subject placements.

Key Teaching Tasks:

- Teach ākonga | learners as timetabled.
- Employ an advanced range of strategies for motivating students and engaging them in learning.
- Make use of appropriate technologies to enhance student learning.
- Be responsive to individual student needs.
- Develop and maintain a positive and safe physical and emotional environment.
- Engage students positively in learning.
- Use Te Reo Māori and engage in te ao Māori.
- Provide appropriate feedback to students.
- Share information with colleagues.
- Maintain effective working relationships with colleagues.
- Support and provide assistance to colleagues in improving teaching and learning.
- Source and create appropriate learning resources.
- Use appropriate pedagogical techniques.
- Develop ākonga | learners' dispositions, interests and abilities.
- Manage student behaviour effectively.
- Prepare and administer assessments to evaluate ākonga | learner progress and record the results. Track and report on ākonga | learner progress and achievement.
- Develop and maintain positive relationships.
- Participate individually and collaboratively in professional learning activities.
- Meet deadlines.
- Participate in staff meetings and department meetings.

- Engage with whānau | parents to support ākonga | learners wellbeing and success.
- Report concerns regarding ākonga | learners' wellbeing and achievement.
- Contribute to curriculum development and innovation.
- Evaluate and reflect on teaching techniques and strategies with a view to improvement.
- Contribute positively to the life of the school and its community.
- Contribute to extra-curricular activities.
- Contribute towards the effective functioning of the total school operation, including the school's relationship with parents and the wider community.
- Any other reasonable request from the Principal.