



Whaanau Leader

JOB DESCRIPTION

Purpose of the Role

The Whānau Leader provides strategic and operational leadership for a designated Whare and Year Level cohort. The role is responsible for leading and coordinating pastoral systems that support student achievement, attendance, engagement, wellbeing, belonging, identity, and positive behaviour.

The Whānau Leader works collaboratively with tutors, teaching staff, support services, students, whānau, and senior leaders to ensure every learner is known, valued, supported, and challenged to succeed. Through effective use of data, pastoral care systems, and strong partnerships with families and whānau, the Whānau Leader is accountable for improving student outcomes and strengthening the culture and identity of the Whānau.

The Whānau Leader leads two interconnected systems:

1. **The Tutor Team** responsible for student achievement, attendance, engagement, wellbeing, and progress.
2. **The Whare Team** responsible for belonging, identity, culture, leadership, and community participation.

Time Allowance

- 7 non-contacts
- 8 non-contacts (Y13 Whānau Leader)

Key Responsibilities

1. Student Achievement Leadership

The Whānau Leader will:

- Review and analyse student achievement data regularly.
- Identify, monitor, and track priority learners.
- Coordinate and implement intervention plans for students at risk of underachievement.
- Monitor progress towards year level and school achievement targets.
- Support tutors and teaching staff to improve student outcomes.
- Report student achievement trends and progress to Senior Leadership.
- Promote high expectations for learning, engagement, and success.

2. Attendance and Engagement

The Whānau Leader will:

- Review attendance data and identify patterns of concern.

- Monitor attendance and engagement of individual students and groups.
- Coordinate attendance interventions and follow-up processes.
- Work collaboratively with students, whānau, and staff to improve attendance outcomes.
- Maintain accurate attendance monitoring and communication records.
- Promote positive engagement with learning and school activities.
- Support students experiencing barriers to attendance and participation.

3. Wellbeing and Pastoral Care

The Whānau Leader will:

- Identify and monitor students requiring additional pastoral support.
- Coordinate and participate in case management discussions.
- Ensure pastoral concerns and actions are appropriately documented.
- Facilitate referrals to internal and external support services when required.
- Monitor wellbeing data and respond proactively to emerging trends.
- Foster a safe, inclusive, and supportive environment for all students.
- Support students to develop resilience, wellbeing, and positive relationships.

4. Behaviour and Student Conduct

The Whānau Leader will:

- Promote positive behaviour, restorative practices, and respectful relationships.
- Support inclusive and restorative responses to behavioural concerns.
- Coordinate support plans for students requiring behavioural interventions.
- Work in partnership with whānau to improve behaviour and engagement outcomes.
- Ensure behaviour incidents and interventions are documented appropriately.
- Escalate complex concerns through established school procedures.
- Uphold and model school values and expectations.

5. Leadership of Tutor Team

The Whānau Leader will:

- Lead and facilitate Tutor Team meetings.
- Provide guidance, mentoring, and support to tutors.
- Ensure consistent implementation of the tutor programme.
- Support tutors to effectively monitor student achievement, attendance, and wellbeing.
- Communicate expectations, priorities, and key messages.
- Promote consistency of practice across the Tutor Team.
- Encourage collaborative problem-solving and shared responsibility for student success.

6. Leadership of Whare Team and Culture

The Whānau Leader will:

- Lead the development and implementation of the Whare programme.
- Promote and strengthen Whānau identity, culture, values, and traditions.
- Organise and support Whare events, activities, and initiatives.
- Encourage active participation and student leadership opportunities.
- Monitor levels of student engagement and participation.
- Recognise and celebrate student achievement, contribution, and success.
- Foster a strong sense of belonging, connection, and pride within the Whare community.

7. Family and Community Engagement

The Whānau Leader will:

- Build and maintain positive relationships with families and whānau.
- Ensure effective and responsive communication systems are in place.

- Facilitate meetings with students, families, and support agencies when required.
- Develop partnerships that support student wellbeing, engagement, and achievement.
- Encourage family participation in school and Whare events.
- Strengthen collaboration between home and school.
- Promote culturally responsive practices that value and honour the diverse backgrounds of students and whānau.

Professional Expectations

The Whānau Leader will:

- Actively support the school's vision, values, and strategic priorities.
- Model professionalism, integrity, and culturally responsive leadership.
- Maintain confidentiality and professional records.
- Engage in ongoing professional learning and leadership development.
- Work collaboratively with Senior Leadership, teaching staff, support staff, and external agencies.
- Contribute positively to school-wide initiatives and improvement priorities.
- Demonstrate commitment to equity, inclusion, and student success.
- Attend and support Year level camps and events where appropriate.
- Support enrolments, transitions, and exit processes for students.
- Post-school pathways, scholarships and references in partnership with careers (Year 13 Whānau Leader only).

Key Outcome

The Whānau Leader ensures that students experience a strong sense of belonging, achieve their potential, attend regularly, engage positively with learning, and are supported through effective pastoral care, strong whānau partnerships, and a vibrant Whare culture.