



Assistant Whānau Leader

JOB DESCRIPTION

Purpose of the Role

The Assistant Whānau Leader works alongside the Whānau Leader to support the pastoral care, wellbeing, engagement, attendance, achievement, and belonging of students within a designated Whare and Year Level cohort.

The role assists with the coordination and implementation of pastoral systems, student support interventions, whānau engagement, and Whare activities. The Assistant Whānau Leader helps ensure that all students are known, supported, connected, and encouraged to achieve success while contributing to a positive and inclusive Whare culture.

The Assistant Whānau Leader works collaboratively with tutors, teaching staff, support services, students, whānau, and senior leaders to ensure effective communication, consistent pastoral practices, and timely support for students.

Time Allowance

- 4 non-contacts

Key Responsibilities

1. Student Achievement Support

The Assistant Whānau Leader will:

1. Support the monitoring of student achievement, progress, and engagement, helping to identify priority learners and track progress towards success.
2. Assist in coordinating academic support and interventions.

2. Attendance and Engagement

The Assistant Whānau Leader will:

1. Support the monitoring of student attendance and engagement, helping to identify concerns and barriers to participation.
2. Assist with attendance interventions, communication with students and whānau, and initiatives that promote regular attendance, engagement, and connection to school life.

3. Wellbeing and Pastoral Care

The Assistant Whānau Leader will:

1. Support the wellbeing of students by identifying, monitoring, and responding to pastoral needs, while building positive relationships with students and whānau.
2. Assist with pastoral interventions, case management processes, referrals, and wellbeing initiatives.

4. Behaviour and Student Conduct

The Assistant Whānau Leader will:

1. Support positive behaviour, restorative practices, and the consistent modelling of school values and expectations to foster respectful relationships and student success.
2. Assist with behaviour monitoring, interventions, and communication with whānau, maintaining accurate records and escalating significant concerns to the Whānau Leader as required.

5. Support of Tutor Team

The Assistant Whānau Leader will:

1. Support the Whānau Leader and Tutor Team to implement effective pastoral practices that promote student wellbeing, engagement, attendance, and achievement.
2. Assist with communication, meetings, resources, and tutor programme activities, while fostering positive relationships and consistency across the Tutor Team.

6. Whare Culture and Student Participation

The Assistant Whānau Leader will:

1. Support the planning and delivery of Whare activities and initiatives that promote Whare identity, values, traditions, belonging, and school pride.
2. Encourage student participation, leadership, and achievement across cultural, sporting, service, and community activities, while recognising and celebrating student contributions and success.

7. Family and Community Engagement

The Assistant Whānau Leader will:

1. Support positive partnerships between home and school.
2. Assist with whānau engagement, meetings, and events

Professional Expectations

The Assistant Whānau Leader will:

1. Support the school's vision, values, strategic priorities, and commitment to equity, inclusion, and student success.
2. Demonstrate professionalism, integrity, cultural responsiveness, confidentiality, and effective record keeping.
3. Work collaboratively with the Whānau Leader, staff, whānau, and external agencies to support student outcomes.
4. Support year level camps, activities, and events where appropriate.
5. Assist with student transitions, enrolments, and induction processes.
6. Undertake additional pastoral responsibilities as agreed with the Whānau Leader and Senior Leadership.

Key Outcome

The Assistant Whānau Leader supports the effective operation of the Whānau pastoral system by helping students feel connected, supported, engaged, and successful. Through strong relationships, proactive pastoral care, and collaboration with staff and whānau, the Assistant Whānau Leader contributes to positive student outcomes and a thriving Whare culture.