



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

Position Description: Unit Leader – Auckland West

Responsible to: Principal and Board of Trustees

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

The purpose of this role is to lead and support the Auckland West unit team in a co-leadership model to support the wellbeing, learning, and transition of ākonga. 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 Auckland West Unit Leader has both teaching commitments and responsibilities as listed below. The teaching responsibilities undertaken are as outlined in the NHS generic teacher position description.

Key Tasks	Indicators
To provide leadership in curriculum and methodology	• Ākonga needs are central to the operation of the Unit. • Teachers are supported to understand and respond to the impact that their teaching has on ākonga learning and progress • Ākonga 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. • Staff understanding of pedagogy and the NZC are highly developed • Ākonga needs are met through the development of programmes and the smooth day to day operation of the unit.
To lead and support all unit staff to deliver quality programmes of learning.	• Teaching time is allocated fairly, according to the location and ākonga need • Ākonga are assigned to teachers and teacher workload is monitored • Guidance is provided to staff in the use of school and unit procedures. • New Unit staff are inducted into the procedures of the School / Unit. • Regular staff Growth Cycle process is maintained in accordance with NHS procedures
To assist in the implementation of efficient administrative procedures.	• NHS policies and procedures are followed • Unit based procedures and systems are developed, reviewed and records updated as appropriate. • NZQA related systems and processes are in place monitored and deadlines met. • Ensure records are maintained • Ākonga planning and records are up to date on the SMS and follow school procedures. • NHS enrolment and withdrawal processes are followed
To build relationships with local Iwi.	• There are positive relationships with local Iwi. • There is evidence of meaningful collaboration and consultation with local Iwi.

To raise the NHS profile among host, stakeholders, whānau and ākonga.	• To liaise and maintain positive communication with host organisations management and staff. • 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. • Communicate and raise the profile of services provided by NHS with host and stakeholders • Support ākonga and whanau to understand and engage in the NHS within hospital and community units
To work and plan practically and strategically with other NHS staff and professionals.	• Collaborate in the development and implementation of school-wide strategic plans and school improvement to respond to the needs of learners and achieve equitable outcomes for all. • Implement the school's strategic plan. • Inform your Deputy Principal of developments that impact upon the operation of the school and on ākonga outcomes. • Work with other NHS 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 plan effective transitions with SEs. other Regional Health Schools and NHS units, agencies and organisations as required.	• Work positively with schools of enrolment (SEs), agencies and other organisations as required • Work with identified stakeholders to transition ākonga • Develop and maintain positive working relationships with other RHS and NHS units.
To manage the Unit budget effectively and efficiently	• All financial policies and procedures are followed. • Unit spending is recorded, reviewed monthly, and remains within the unit's budget parameters. • Any requests to exceed the budget are discussed with the NHS accountant and approved by NHS Business manager • Financial resources are used to appropriately support ākonga learning outcomes.

	Capital expenditure requests are sent to the Business Manager by 1 October each year for review and possible inclusion in the following years budget.
To maintain open communication with unit staff	- 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.
To employ and organise staff and arrange relief staff to provide equitable support for ākonga.	- Following approval/allocation of staffing by the HR Manager, teachers and support staff are recruited, onboarded and inducted. - Continuity of teaching coverage is maintained. - Relief staff are familiar with NHS procedures and systems.
To facilitate the best possible educational service for eligible ākonga.	- Ākonga receive the best possible service with the staffing available to the unit, while maintaining equity - As required, data is made available from units for ākonga assessment and evaluative purposes - Agencies and schools of enrolment are kept informed as appropriate - Communication with whānau, agencies and schools is positive and leads to positive outcomes for ākonga.