

# **Hora Hora School**

# **Staff Responsibilities Handbook**

# **&**

# **Self Review Programme**

# **2023**

## The responsibilities/memberships contained within this document form part of your Job Description for 2023. There have been changes so you are responsible to read and understand the content of this booklet

Latest revision 1/02/2023

# **CURRICULUM RESPONSIBILITIES 2023**

### GENERAL

***We will develop a healthy community,***

***where everyone is happy and confident enough to ask questions, to think deeply and to make informed choices.***

***We also need to be able to dream, to have self-belief, to set goals, and to link ideas, in order to enhance our own lives and to contribute positively to our cultures.***

The Teaching Teams form the main part of our Self Review process that is integral to effectively covering the needs of our current pupils. In other words, the Teaching Team’s overall responsibility is to continuously monitor how well we are doing towards our vision, and to recommend/implement changes to improve our performance, after agreement from Senior Management, and to ensure each team is a cohesive group.

Our Vision Statement is the yardstick that we use to decide not only what we teach in this school, not only how we teach in this school, not only what and how we assess developments in this school, but most importantly, it allows us to gauge whether we are providing our pupils with the social, educational, physical knowledge, values and skills that we as staff and our community, decided were important to them.

**School Wide Priorities (Our school goals in 2023 are continuing because these are crucial to our children’s success in what matters.**

1. **To continue to develop and incorporate the emphasis on teaching from children’s strengths.**
2. **To explore the history of Aotearoa / New Zealand with our students, with an emphasis on local events (e.g. Northland, Whangārei)**
3. **To continue to develop trauma informed practice throughout the school.**
4. **To use the Y6 GP / Pou to drive our curricula.**
5. **To increase the use of Te Reo / Tikanga throughout the school.**
6. **To ensure the concepts found in the NELPs relevant to us are implemented. https://assets.education.govt.nz/public/Documents/NELP-TES-documents/FULL-NELP-2020.pdf**

Team leaders are responsible for the focus on, and implementation of these goals throughout their teams. Teams will need to clarify these goals at the start of this year, and document how they will implement them in classrooms. The expectation is that Team Leaders will ensure that these goals are implemented throughout the year.

Assessment will continue. It will be based on values / key competencies.

We are still required to report to caregivers / parents at least twice a year in writing in plain language, across the curriculum, including literacy and numeracy.

We will have weekly whole staff meetings. Term One will be Structured Literacy. Term 2 will be Play-Based Pedagogy, Term 3 will be Maths. There may be a need for extra Staff meetings TBA. *Please do not book appointments for Tuesday afternoons, even if no meetings scheduled.*

TEAM MEETINGS weekly, will need to prioritise professional discussion about school goals and the pedagogy surrounding the goals. This will require in-class observations. It is extremely important that Team Leaders recognise this as an integral part of their role and ensure that it happens. Release time for these observations is available.

**Leading a team is to do with leading professional discussion and ensure pedagogical understanding within teams. By understanding of course, is the use of the discussion and understanding within each Team Members own classroom. The old story, the proof of the effectiveness of the leadership of teams and the teams cohesiveness, is by seeing classrooms in action.**

Senior Teachers will meet weekly to discuss matters that can generally be shared with their Teams, and will meet at least once a term for pedagogical discussions.

Team meeting minutes need to use the template on the next page

and emailed to Pat, Cheryl and Rich

In 2023 we will have a budget holder for each Learning Area, who will make spending decisions in collaboration with Teaching Teams. The four Teaching Teams (TA, Snrs, NE, Mids) take turns reporting to the BoT on a monthly basis. (See p. 6)

Each Team Review / BoT report needs to refer to

. How team has implemented the School goals, and the team’s specific intentions for the rest of the year

. How school PD is being implemented in teams

. Numbers of children who exhibit trauma or abuse symptoms, and numbers with <85% attendance, and what is being done to support those children

**TEAM MEETING TEMPLATE**

Date Team Name

1. Which children in our team have > 15% unjustified absence (*numbers* feed into Team BoT reports)?
   1. What steps have been taken?
   2. What is next?
2. Which children in our team have trauma / social / behaviour / learning concerns (*numbers* feed into Team BoT reports)?
   1. What steps have we taken?
   2. What can we do next?
3. 2023 School Goals (see p2)
   1. Choose a goal for discussion
   2. What is happening in our rooms re this goal? What does it look like in our rooms?
   3. What are we going to do next regarding this goal?
4. Staff Meetings / PD focus
   1. How have we used this PD in our rooms?
   2. What are we going to do next?
5. Nuts and bolts (if time)

## Budget Holders

|  |  |
| --- | --- |
| **Curriculum Area** | **Curriculum Leader and Budget Holder** |
| **English / Structured Lit** | Joseph |
| **Maths & Stats** | Richard / Jan M |
| **Science** | Carole |
| **Social Sciences** | Kelli Witana |
| **Arts** | Joseph Tobin |
| **Te Reo (Languages)** | Paula R-K |
| **Health & PE** | Jan Thomas |
| **Technology** | TBA |
| **Digital Technology** | Mel |
| **Other** | **Budget Holder** |
| **ICT** | Richard / Pat |
| **Lunch in School** | Pat |
| **Classroom Food other than above** | Each classroom teacher Each class room has a budget for food outside lunch scheme and other items. |

Kitchen supplies that are extra to the Lunch Scheme, need to be bought from individual classroom requirements budgets. Budgets were increased to make this possible. At time of writing, bulk supplies of items like flour sugar, etc. will be stored in TBA. Do not send children to access these without an adult present. We also expect to have a refrigerator per team in there to take any hot foods that need storing, to not have hot and cold food in the refrigerator in the kitchens.

**Classroom teachers, (not the cleaners), are responsible for cleanliness and hygiene in kitchen areas including…**

* **floors**
* **surfaces**
* **ovens interior and exterior**
* **fridges**

BEWARE of encouraging rats and mice

EACH TERM KITCHEN AREAS TO BE LEFT SPOTLESS INCLUDING EMPTYING AND CLEANING FRIDGES, A STOCKTAKE OF EQUIPMENT CARRIED OUT AND SENT TO PAT.

HORA HORA SCHOOL CURRICULUM REPORTING TIMETABLE

The Principal and Deputy Principals will ensure an ongoing review process is shared with all staff, and that recommendations are implemented professionally. This will involve PD for staff. As well they must ensure that each (draft) Self Review is discussed with the Principal by the time set out in the review timetable.

Cycle – 2023

BBBBB = affected by holidays

|  |  |  |
| --- | --- | --- |
| **Deadline for report to Pat** | **Board Meeting:** (3rd Tuesday) | **Review** |
| 14th Feb | 21st Feb | Have completed the Variance Reports for 2023 by the 3rd Monday in February. |
| 14th March | 21st March |  |
| 18th April | 25th April | Senior Team (14-18) Kelli Team Leader |
| 9th May | 16th May | Mids (10-13) Jan T Team Leader |
| 13th June | 20th June | Te Ahurutanga (7 8 9) Paula R-K Team Leader |
| 18th July | 25th July | NE (19, 20) Jan Moase Team Leader |
| 8th August | 15th Aug | Maths & Literacy: Rich & Joseph (Based upon mid-year data and observations) |
| 12th Sept | 19th Sept | Report on Lunch scheme ?who |
| 10th Oct | 17th Oct | Report on Mentoring Programme John Chris Report |
| 14th Nov | 21st Nov | Budget: Pat |
| NA | 19th Dec | TBA |

RESPONSIBILITIES FOR 2023

|  |  |  |  |
| --- | --- | --- | --- |
| AREA | **MEMBERS** | **AREA** | **MEMBERS** |
| **Paraprofessionals** | *Cheryl, Janice* | **ICT / Audio Visual** | *Richard, Simon, Matiu* |
| **School Assemblies** | *Team Leaders* | **Special Education** | *Pat, Cheryl (SENCO)* |
| **Sick Bay Resources** | *Tracy C* | **Enviroschools** | *Carole* |
| **Sick Bay Use** | *All Staff* | **Trust Applications** | *Pat, Richard* |
| **Staff Mtg Agendas** | *DPs, Principal* | **EOTC** | *Richard, Jan T, Pat* |
| **Resource Rooms** | *TBA* | **Social Media, Digital Comms** | *Cheryl, Matiu, Richard (Txts)* |
| **Rosters/Duties** | *Richard* | **Wardens/Patrols** | *Richard* |
| **Office Admin** | *Tracy, Matilda, Julie* | **Staffroom** | *Barbara* |
| **Relievers** | *Janice* | **School Magazine** | *John M, Simon* |
| **Ecopark** | *John, Carole* | **Foyer Hall Displays** | *Jan M,* |
| **Boys’ Welfare Behaviour Program** | *John Moffat* | **Laundry** | *Barbara* |
| **Girls’ Welfare** | *Cheryl* | **NZEI** | *Joseph* |
| **Library** | *Leanne, Richard* | **Social Committee** | *Whanau groups* |
| **Enrolments (Administration)** | *DPs, Matilda, Julie (data entry)* | **Lost Property** | *Barbara* |
| **Enrolments (Placement of pupils)** | *DPs in conjunction with relevant Senior Staff* | **Outside Artists/Shows** | *Mel* |
| **Reading Together** | *Jan T, TBA* | **Newsletter** | *Mikaela / Corey* |
| **Lucky Books** | *Leanne* | **Security** | *Simon, ALL Staff* |
| **Duffy Books** | *Richard* | **Website** | *Mikaela / Corey* |
| **Emergency Drill** | *Simon* | **Staff Meeting Minutes** | *All of us* |
| **Sports, incl. League / Rugby / Touch/Equipment** | *Jan T* | **Netball** | *Ravena, Kelli* |
| **Feelings** | *Joseph and Pat* | **BoT** | *Pat, John M* |
| **Radio Station** | *Matiu* |  |  |
| **Fish Tanks** | *Corey* |  |  |

**DPs’ / Principal’s Responsibilities**

In the absence of the Principal for a day or more, one of the Deputy Principals will work from the Principal’s office. ***That DP assumes the responsibility of the Principal for that day.***