

## POSITION DESCRIPTION

### Team Leader Junior School

**Reports to: Deputy Principal - Junior School**

#### **Purpose**

The Team Leader Junior School provides direct leadership, support and accountability for a defined team of Junior School teachers, contributing to high-quality teaching, curriculum delivery and learner outcomes across Years 7 and 8.

The Team Leader is responsible for creating a strong, collaborative and high-performing teaching team in which staff are well supported, expectations are clear and learners are known and supported to achieve. Alongside their people leadership responsibilities, each Team Leader holds responsibility for identified areas of Junior School curriculum design, supporting curriculum development, implementation, coherence and continuous improvement.

Working as part of the Junior School leadership team, the Team Leader contributes to the effective day-to-day operation and ongoing development of the Junior School and supports the school's vision to know and grow every learner.

#### **Strategic Alignment**

The Team Leader – Junior School contributes to the College's strategic direction by providing strong, accessible leadership for teachers and supporting the delivery of high-quality, coherent learning experiences for Junior School learners. The role strengthens collective responsibility for curriculum delivery, staff performance and learner success, supporting consistent practice, high expectations and continuous improvement across Years 7 and 8.

Our values guide how we lead:

- **Ngātahi (Together)** – we work in partnership and collaboration.
- **Whakapono (Believe)** – we build confidence and trust.
- **Tutuki (Achieve)** – we aim high and strive for excellence.

Senior and Middle Leaders each model and embed these values in all aspects of leadership.

## **PART 1 - Core Leadership Responsibilities**

### **People Leadership**

- Provide day-to-day leadership, support and direction for a defined team of Junior School teachers.
- Establish clear expectations and promote accountability, consistency and high professional standards within the team.
- Build a positive, collaborative team culture focused on learner success and continuous improvement.
- Support the professional growth and development of team members, including contributing to professional growth cycle processes, targeted observations and constructive feedback aligned with strategic and professional goals.
- Identify areas where staff require additional support or development and work with the Deputy Principal – Junior School to ensure appropriate support is provided.
- Support the induction and integration of new teachers into the Junior School and their teaching team.
- Promote staff wellbeing while maintaining high expectations for professional practice and performance.
- Address day-to-day issues within the teaching team and escalate matters to the Deputy Principal – Junior School where appropriate.

### **Curriculum Leadership**

- Know and lead the design and implementation of the Year 7 and 8 curriculum aligned with the New Zealand Curriculum (NZC) / Te Marautanga o Aotearoa (TMOA).
- Lead identified areas of the Junior School curriculum development, design, planning and implementation that aligns with the Whangaparāoa College Curriculum Philosophy, Curriculum Design Criteria, Effective Teacher Profile (ETP) and Assessment Kaupapa, and school-wide expectations.
- Collaborate with Deputy Principals - Junior School and Curriculum and Assessment, Heads of Learning Area, Curriculum Leads, and other Team Leaders to ensure Junior School curriculum remains connected to the Years 7–13 curriculum.
- Collaborate with Heads of Learning Area, who will provide curriculum connection and subject/strand expertise, to ensure effective curriculum scope, sequence and coherence across Years 7–13.
- Collaborate with Deputy Principals - Junior School and Curriculum and Assessment, and other Team Leaders to ensure coherent mapping, planning, assessment and progression across Years 7 and 8.
- Use learner achievement and progress information to evaluate curriculum effectiveness, and identify opportunities for improvement within an ongoing review and refinement process.
- Ensure curriculum resources, planning and assessment practices within delegated areas are effectively developed, shared and maintained.

### **Learner Achievement and Success**

- Maintain a strong focus on learner achievement, progress, engagement and attendance within the teaching team.
- Use learner data and evidence to identify trends, areas of concern and opportunities for improvement.
- Work collaboratively with teachers and relevant Junior School leaders to ensure learners requiring additional support or extension are identified and responded to appropriately.
- Support teachers to know their learners well and maintain high expectations for learner progress and achievement.
- Contribute to initiatives designed to improve outcomes and reduce disparity for Junior School learners.

### **Junior School Leadership**

- Work collaboratively with the Deputy Principal – Junior School, Teaching & Learning Lead Junior School and other Team Leaders to provide cohesive leadership across the Junior School.
- Contribute to the planning, development and continuous improvement of Junior School programmes, systems and practices.
- Support consistent implementation of school policies, procedures and expectations across teaching teams.
- Exercise delegated authority for day-to-day decisions relating to the teaching team.
- Support Junior School co-curricular and EOTC opportunities, events, programmes, transitions and initiatives as required.
- Collaboratively ensure Junior resources, materials, technology, equipment, and learning spaces are maintained and reviewed to support effective learning.
- Contribute to a strong Junior School identity and culture in which learners and staff experience a sense of belonging and connection.
- Undertake delegated projects or areas of responsibility that contribute to the effective operation and development of the Junior School.
- Maintain effective communication and collaborative relationships with teachers, leaders, learners and whānau.

### **Culturally Affirming Practice**

- Give effect to Te Tiriti o Waitangi through leadership and practice.
- Promote inclusive, equitable and culturally sustaining approaches to teaching and learning.
- Support practices that recognise and respond to the identity, language and culture of learners.
- Model and promote Āhukatanga Whangaparāoa through interactions with staff, learners and whānau.

### **Key Outcomes**

Success in the role will be demonstrated through:

- A well-led, collaborative and accountable teaching team with clear expectations and effective communication.
- Teachers who feel well supported while taking responsibility for high-quality professional practice.
- Consistent and effective curriculum planning, implementation and assessment within allocated curriculum areas.
- Strong learner achievement, progress, engagement and attendance within the teaching team.
- Effective use of data and evidence to identify learner needs and inform improvement.
- Consistent implementation of Junior School and school wide expectations.
- Strong collaboration between Team Leaders, curriculum leaders, pedagogical leadership and learner experience leadership.
- A positive Junior School culture in which learners are known, connected, engaged and supported to achieve.
- Effective contribution to the ongoing development and continuous improvement of the Junior School.

## **PART 2 - What you bring to the role:**

### **Experience**

- Demonstrated success as an effective classroom teacher.
- Experience leading people, teams, curriculum or school improvement initiatives.
- Experience supporting the professional growth and development of colleagues.
- Experience in curriculum design, development, implementation and review.
- Experience using learner achievement and engagement data to inform decision-making and improve outcomes.
- Experience working collaboratively with colleagues, learners and whānau.

### **Qualifications**

- Current full NZ Teaching Council Registration and Practising Certificate.
- Relevant teaching qualification.

### **Skills and Knowledge**

- Strong knowledge of effective curriculum design, planning, assessment and teaching practice.
- Sound knowledge of the New Zealand Curriculum and the learning and developmental needs of Years 7 and 8 learners.
- Ability to lead, support and hold others accountable within a positive professional culture.
- Strong interpersonal and communication skills and the ability to build effective working relationships.
- Ability to facilitate collaboration and build collective responsibility within a teaching team.
- Ability to analyse information, identify priorities and translate these into practical action.
- Strong organisational and problem-solving skills.
- Commitment to Te Tiriti o Waitangi, equity and culturally responsive practice.
- High levels of professional integrity, sound judgement, resilience and adaptability.

### **Personal attributes**

- Embodies Āhuatanga Whangaparāoa in every day actions
- A positive, approachable and visible leader who builds strong relationships with staff and learners.
- Collaborative and team-focused, with a willingness to contribute to shared leadership across the Junior School.
- Able to support and encourage colleagues while maintaining clear expectations and accountability.
- Calm, fair and consistent, with sound professional judgement.
- Open to feedback, reflective in practice and committed to continuous improvement.
- Proactive and solution-focused, with the confidence to take responsibility and make decisions within delegated authority.
- Highly organised and reliable, with the ability to balance classroom teaching with leadership responsibilities.
- Adaptable and comfortable working within a developing and evolving Junior School environment.
- Committed to inclusive and culturally responsive practice and to giving effect to Te Tiriti o Waitangi.
- Demonstrates integrity, professionalism and discretion.
- Genuinely committed to knowing and growing every learner and to the success of the Junior School as a whole.

### **Working Relationships**

Works closely with:

- Deputy Principal – Junior School
- Other Team Leaders – Junior School
- Teaching & Learning Lead – Junior School
- Junior School Teachers

- Deputy Principal - Curriculum and Assessment
- Heads of Learning Area and Curriculum Leads
- Head of Learner Experience and House Deans
- Junior School Administrator
- Wider Senior Leadership Team
- Learning Support and other specialist staff
- Parents, caregivers and whānau