



Te Kura Kaupapa Māori o Taumārere

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Bay of Islands
Te Tai Tokerau



TUMUAKI **Job Description**

POSITION	Tumuaki
RESPONSIBLE TO	Board of Trustees
FINANCIAL DELEGATIONS	Operational Expenditure up \$1,000
EXTENT OF AUTHORITY	Will operate within the legal requirements, kura charter and kura policies and procedures

PURPOSE:

To ensure the provision of high-quality education to ākonga of this kura.

RESPONSIBILITY:

The Tumuaki is responsible for all professional decisions, curriculum issues, kaiako activity and ākonga progress.

The Tumuaki will be the Chief Executive to the Board of Trustees and will be responsible for the professional leadership and management of the kura and for putting into practice on a day-to-day basis the Board's policy through procedure management.

The Tumuaki will keep the Board of Trustees informed of important matters relevant to the management of the school. The Tumuaki will provide a report at monthly Board meetings and as required at special meetings. This is to include a student achievement report.

Guiding Documents and direction will be taken from Te Aho Matua, Te Tiriti o Waitangi, Te Tūtohunga/Charter of TKKM o Taumārere, Kura Policies, Kura Strategy, Area Schools Collective Agreement, New Zealand Teachers Council Code of Standards and Ethics for All Registered Teachers and decisions of the Board.

An overarching objective is to provide exemplary educational leadership, which results in achieving the aspirational goals of the whānau for their tamariki.

CORE DELIVERABLES INCLUDE:

Finance and Property Management, Change Management, People and Capability Management, Classroom Practice and Guidance, Curriculum Leadership and Te Aho Matua Leadership.

RELATIONSHIPS:

Develop and maintain key working relationships with:

Internal	External
• Ākonga (Tamariki)	• Te Runanga nui o Ngā Kura Kaupapa Māori
• Kaiako	• Kōhanga Reo
• Whānau	• Ministry of Education
• Board of Trustees	• Education Review Office
• Kaimahi (Support Staff)	• New Zealand Teachers Council
	• New Zealand School Trustees Association
	• Ngāti Hine Entities & Stakeholders

CORE COMPETENCIES

PROFESSIONAL LEADERSHIP AND MANAGEMENT	
<i>Professional Standard</i>	<i>Key Indicators</i>
<p>Provide advice and information to the Board on professional and administrative matters.</p> <p>Fulfil the role of Chief Executive to the Board and contribute to the effective operation to the Board.</p> <p>Act as the identifiable leader of the kura hāpori and bring knowledge, ideas, innovations and examples from the other educational settings and implements and evaluates sustainable changes.</p> <p>Speak on behalf of the kura and promote the kura as an effective, quality kura.</p>	<ul style="list-style-type: none"> • Recent ERO report • Statutory compliance paperwork • Kura roll returns • Board meetings • Strategic/annual plan reporting • Sustainable changes reviewed and reported on • Board reports and self-review reports • Effective procedures guided by policy

TEACHING AND LEARNING - CURRICULUM LEADERSHIP	
<i>Professional Standard</i>	<i>Key Indicators</i>
<p>Develop a kura wide curriculum delivery and assessment programme.</p> <p>Ensure quality delivery by teachers and quality learning is at the heart of all implementation.</p> <p>Lead kaiako in the planning, implementation and evaluation of educational programmes designed to deliver curriculum goals and ensure ākonga needs are met.</p> <p>Develop, promote and maintain a culture that values and encourages learning and reflects the principles of Te Aho Matua.</p> <p>Demonstrate a thorough understanding of current approaches to effective teaching and learning.</p> <p>Provides professional leadership to staff within the delegated areas of responsibility.</p> <p>Makes constructive contributions to the work of the management team in a manner, which supports effective school organisation and improved learning outcomes for ākonga.</p> <p>Identifies and acts on opportunities for improving teaching practice.</p> <p>Reflects on own performance assessment and demonstrates a commitment to own on-going learning in order to improve performance.</p> <p>Remains up to date with curriculum development, best practice pedagogy and assessment techniques.</p>	<ul style="list-style-type: none"> • Kaiako improve their skills in teaching and learning approaches as a result of effective leadership and staff development. • Acts as a role model for Kaimahi on professional teaching practice through classroom modelling. • Brings ideas from literature and practice to Kaimahi for discussion. • Acknowledges and effectively manages issues of professional standards. • Leads as an effective member of the team. • Actively support and implements decisions taken by the Board.

TE AHO MATUA LEADERSHIP	
<i>Professional Standard</i>	<i>Key Indicators</i>
<p>Implement Te Aho Matua within the daily operations of the kura.</p> <p>Review and ensure appraisals, ākonga assessment and the kura curriculum reflects Ngā Pou o Te Aho Matua.</p> <p>Induct all new kaiako and kaimahi into Te Aho Matua to ensure they are familiar with all kura documentation and understand the importance of Te Aho Matua principles to our kura.</p> <p>Role model the Te Reo Māori and tikanga Māori within the kura and whānau.</p>	<ul style="list-style-type: none"> • That ākonga, kaiako and whānau can articulate the principles of Te Aho Matua in hui ā whānau, classrooms and hui ā kaiako. • Kaiako and kaimahi understand and model the principles of Te Aho Matua. • That all key documentation including Appraisals, Procedures, Tūtohunga, Variance Reports, Policies, Annual Plans, Kura Curriculum and Ākonga Achievement report reflect Te Aho Matua principles. • That Māori language is thriving within the kura

KAIAKO AND KAIMAHI LEADERSHIP	
<i>Professional Standard</i>	<i>Key Indicators</i>
<p>To develop a kura culture where learning is paramount and all individuals are encouraged, respected and challenged intellectually, physically and socially based on effective learning programmes with quality as a basis.</p> <p>Ensure, in conjunction with the Board that the kura is adequately staffed and that all staff have job descriptions.</p> <p>Conduct Annual Performance Management on all staff and report this to the Board. Keep Personnel Ohu informed on aromihi progress.</p> <p>Manage the professional development of all kaimahi.</p> <p>Motivate and encourage Kaimahi to improve the quality of teaching and learning.</p> <p>Devolves responsibilities and delegates tasks when appropriate.</p> <p>Understands, and applies where appropriate, current practices for effective management from Board within and beyond education.</p> <p>Support Kaiako in managing positive ākonga behaviour.</p> <p>Develops and annually reviews job descriptions and performance agreements</p> <p>Seeks continuous improvement of staff performance and encourages this through sound leadership behaviours</p>	<ul style="list-style-type: none"> • Ensures all kaimahi have access to and seek professional development opportunities. • Encourages and provides opportunities for kaimahi to reflect on and discuss with each other effective teaching and learning practice • Actively seeks the views of others. • Keeps up to date with current management and professional practice processes through reading and training. • Engaged ākonga.

ĀKONGA ACHIEVEMENT	
<i>Professional Standard</i>	<i>Key Indicators</i>
<p>Work with kaiako, ākonga and whānau to ensure there are educational and aspirational goals clearly set out.</p> <p>Focuses on raising ākonga achievement using the best tools and methods available.</p> <p>Develop, implement and monitor an ākonga achievement information system.</p> <p>Ensure that the ākonga achievement information system adequately meets the needs of the kura.</p> <p>Monitor the ākonga information system to ensure the integrity of information and ensure ākonga achievement information is secured appropriately.</p> <p>Develop reports to effectively communicate ākonga achievement to ākonga, whānau, kaiako and others.</p> <p>Provide ākonga with pastoral care and guidance.</p> <p>Provide career advice to Ākonga.</p>	<ul style="list-style-type: none"> • The ākonga are achieving their educational and aspirational goals. • A reliable ākonga information system is implemented. • Information meets the Privacy Act requirements • Information is accurate and timely. • Ākonga achievement reports are delivered as agreed. • Feedback from ākonga that they are well supported.

FINANCIAL AND ASSET MANAGEMENT	
<i>Professional Standard</i>	<i>Key Indicators</i>
<p>Oversee the development of sound financial plans/budgets that reflect the present and future sustainable needs for the kura.</p> <p>Effectively and efficiently uses available financial resources and assets, within delegated areas of authority, to support improved learning outcomes for ākonga.</p> <p>Advise the Board on policy development, assets, depreciation, budgeting and resources.</p> <p>With Finance Ohu Putea prepare the annual budget, assist in meeting annual audit and reporting requirements and draft a capital items budget for Board consideration.</p> <p>Ensure all kura resources are thought through and included in the budget.</p> <p>Monitor and approve spending in accordance with the approved budget and relevant policies.</p> <p>Present robust business cases to Board for consideration of all sensitive expenditure.</p> <p>Ensures the provision and maintenance of the Kura equipment and educational facilities is well managed.</p>	<ul style="list-style-type: none"> • Managers financial resources in areas of responsibility to reflect the Kura's priorities. • All expenditure must adhere to the sensitive expenditure policy. • Budget prepared and signed off by Board's. • Monthly financial reports indicate all expenditure is consistent with budget. • Manages financial resources in areas of responsibility to reflect the Kura's priorities. • Auditors Report • Review of financial management policies and procedures • Property/maintenance plans and development paperwork

RELATIONSHIP MANAGEMENT	
<i>Professional Standard</i>	<i>Key Indicators</i>
<p>Fosters relationships between the kura, whānau and the hāpori.</p> <p>Communicates effectively Boardh orally and in writing to a range of audiences.</p> <p>Establishes a coordinated kura communications system which allows all members in the kura community to remain informed and up to date on kura events.</p> <p>Ensure that the Board is fully informed and has access to the kura communications networks.</p> <p>Provides information to the Board's and whānau on areas of delegated responsibility in order to deliver effective day-to-day management in the kura.</p> <p>Establishes and maintains good communication processes with kaiako and kaimahi.</p> <p>Communicates key messages to ākonga and whānau.</p>	<ul style="list-style-type: none"> • Helps ensure whānau have opportunities to be involved in their children's learning. • Promotes the kura to the whānau and the hāpori. • Provides opportunities for whānau and hāpori involvement in the life of the kura. • Maintains composure, objectivity and strategies in difficult and emotionally charged situations. • Proactively manages potential conflict situations so that they do not escalate into major issues. • Feedback from kaiako, that ākonga behaviour is reflective of Te Aho Matua values. • Attendance at kaihautū and whānau hui. • This is Evidenced by: kura panui, staff meetings, student reports to whānau, community and kura functions, interpersonal dealings.

TERM OF AGREEMENT

The term of this agreement shall be 12 months at which time the agreement will be either remain as is, amended to take account of new objectives as agreed between the Tumuaki and the BOARD or terminated.

CODE OF CONDUCT

The employee has read the code of conduct and agrees to all conditions within;

Signature: _____
Tumuaki: _____

SIGNATORIES OF THE AGREEMENT:

Signed: _____

Chairman: ___Luanne Taikato___

Date: _____

Signed: _____

Tumuaki: _____

Date: _____