

Management Unit Opportunities 2023 and Beyond

4 Management Units Available

At Newton Central School, we encourage a distributed leadership approach to decision making. The school cannot function without the work and commitment of our valued leadership group. The document below is created to provide clarity of the roles each leader is accountable and responsible. The document below provides transparency of these roles

Name	M U	FT/ P	Roles
	1	P	<p>IT CO-ORDINATOR</p> <ul style="list-style-type: none"> • To lead the co-ordination between the school and Cyclone service managers, active vision, N4L, Tohsiba, TELA and any other related agencies. • Streamline communications and job expectations between Cyclone and the school. • To lead the IT Curriculum transition throughout the school, with a strategic focus of transitioning the school from a Microsoft platform to a Google Platform • Advising the principal on IT needs and strategic direction • Basic training for all staff and students: • Managing, downloading and storing files, folders, photos and videos • Using Calendar to ensure it is intuitive to allow multiple options for staff, while using a HOME calendar. Ensuring smooth integration of all online school calendars. • Develop a working knowledge of the use of HERO (alongside the curriculum co-ordinator) and educate others on effective usage • Recommend, draft, develop, communicate and implement a BYOD policy, procedure and system throughout the school. • Develop programmes and learning opportunities that promote student agency through IT initiatives • Working in collaboration with the Office and finance managers in the accurate updating and maintenance of the IT Asset registers. <ul style="list-style-type: none"> ○ Making decisions on items that need to be struck off the register ○ Ensuring staff user agreements are accurate and completed <p>Member:</p> <ul style="list-style-type: none"> • Curriculum Team – focus on Digital Technologies • Middle Leadership Group and updating team on strategic direction • Leading, alongside the Principal the concept of BYOD at NCS • Leading, alongside the Principal the construction of User Agreements and Policies on Technology Usage in the school <ul style="list-style-type: none"> ○ Working with the IT Team to decide on Apps applicable to our school site, ensuring they are utilised to their full potential

1	FT	<p>PASIFIKA LIAISON:</p> <ul style="list-style-type: none"> • Champion the development of our Pasifika students socially, emotionally, academically and physically • Co-ordinate 1 afternoon a week to bring Pasifika students together to celebrate being Pasifika: <ul style="list-style-type: none"> ○ Exploring cultural identity ○ Strengthening Mother Tongue Language ○ Cultural performances • Lead the development of a Pasifika plan, using Tapasā as the foundational document for enabling: <ul style="list-style-type: none"> ○ Participation ○ Achievement ○ Engagement • Educate teachers on key elements of Tapasā, in particular: <ul style="list-style-type: none"> ○ Turu 1 – Identities, language & culture ○ Turu 2 – Collaborative and respectful relationships and professional behaviour ○ Turu 3 – Effective Pacific pedagogies
1	FT	<p>Sports Co-ordinator</p> <p>Required Skills & Experience</p> <ul style="list-style-type: none"> • Is passionate about sports and providing events and activities for the benefit of all students • Understands the importance of maintaining high standards of health and safety • Is organised – Has the ability to ensure all planning and organisation is completed well ahead of the event, ensuring RAMS and transport are planned at least 1 month in advance <p>Accountable: Leads:</p> <ul style="list-style-type: none"> • The implementation of the specialist sports programme across the school <ul style="list-style-type: none"> ○ Ensure Health & P.E curriculum is implemented ○ Reports progress through Linc-Ed/Hero ○ Ensures health and safety of all students • The in-school and Inter-school sports programme <ul style="list-style-type: none"> ○ Attends Inner-City sports co-ordination meetings and feedbacks to Newton Central Staff ○ Plans organises and implements school and interschool sports competitions ○ Maintains the Sports P.E Shed and arranges the purchasing of any equipment needed <ul style="list-style-type: none"> ▪ Leads the P.E budget allocation and expenditure ▪ Organises the P.E Shed Duty schedule ○ Suggests and implements PLD for staff • Co-ordinates a range of lunch/snack sports activities • Encourages and co-ordinates opportunities for parent participation and coaching of sports for the benefit of students at Newton Central School <ul style="list-style-type: none"> ○ Co-ordinates access to school facilities for such teams ○ The scheduling of the school field, lower courts, and swimming pool facilities, ensuring equitable access for all.

	1	FT	<p>ENVIRO SCHOOLS CO-ORDINATOR</p> <p>Required Skills & Experience</p> <ul style="list-style-type: none"> • <i>Is passionate about sustainability and the environment</i> • <i>Has demonstrated skills and experience leading environmental/sustainability initiatives amongst either staff, students and the parent community</i> • <i>Ability to mobilize the community to be active participants</i> • <i>Understands the importance of maintaining high standards of health and safety</i> • <i>Is organised</i> <p>Accountable:</p> <ul style="list-style-type: none"> • <i>Leads the Enviro Schools Initiative</i> <ul style="list-style-type: none"> ○ <i>Works alongside PTA representatives & School Caretaker to meet and exceed the criteria for Enviro School membership</i> ○ <i>Creates sustainable initiatives to reduce, re-use and re-cycle waste throughout the whole school</i> <ul style="list-style-type: none"> ▪ <i>Leads this initiative throughout the school</i> ○ <i>Works alongside SLT to ensure programme is embedded into the curriculum</i> • <i>Leads the school community on any sustainability developments</i> <ul style="list-style-type: none"> ○ <i>Works alongside the School Events Co-ordinator, and PTA, to minimise waste during school events</i> ○ <i>Assists in the development of the Repair Café initiative</i> • <i>Explores the development of a Garden-to-Table type programme and makes recommendations for its implementation</i> • <i>Oversees yearly management of gardens with planning plantings & harvesting</i> <ul style="list-style-type: none"> ○ <i>Assigns gardens and areas of responsibility to each classroom and monitors upkeep</i> ○ <i>Coordinates with School Caretaker on areas in need of maintenance or additional resources</i> ○ <i>Leads the maintenance and cultivation of the schools fruit and vegetable garden (next to Room 15)</i> <p>Transport/Travelwise Co-ordinator</p> <p>Accountable:</p> <ul style="list-style-type: none"> • <i>Leads the co-ordination of travelwise programme throughout the school for 2021</i> • <i>Leads the co-ordination and timetabling of KEA crossing</i> • <i>Leads the co-ordination of the Walking School Bus initiative, alongside the AT Community Liaison officer</i> <ul style="list-style-type: none"> ○ <i>Determines new routes</i> ○ <i>Mobilises community support and co-ordinates training and the schedule</i> <p><i>Champions the health and safety of community members through lobbying Auckland Transport and Auckland Council</i></p>
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