

PRINCIPAL Dick Edmundson	DEPUTY PRINCIPAL Deputising for the Principal	DEPUTY PRINCIPAL	ASST PRINCIPAL	ASST PRINCIPAL
<p><b>BOT and Strategic Direction</b> Charter Professional learning initiatives/goals Policy and procedures Self-review cycle Strategic/Annual Plan</p> <p><b>Executive Management and Administration</b> Discipline: diversion, stand-down, suspension International Kimihia Teen Parents' College</p> <p><b>Priority Learners:</b></p> <ul style="list-style-type: none"> <li>Māori</li> <li>Pasifika</li> <li>Special Needs</li> </ul> <p><b>Resources</b> Annual Budget and financial tracking Property – grounds and buildings</p> <p><b>Restorative practices</b></p> <p><b>Staff</b> Attestation sign off Certification sign off Heads of Learning Area (HOLAs) SLT Staff appointments Staff meetings overview Staff wellbeing</p> <p><b>Staff Inquiry</b> Poutama Pounamu: En Ktn Professional learning: En Ktn</p> <p><b>Teaching and Learning</b></p> <p><b>Uniform system</b></p>	<p><b>Achievement Assessment, Analysis and Reporting</b> Assessment schedule Examinations: LC junior/senior Kamar Parent Portal Ministry of Education quarterly returns Learning data collation &amp; analysis: Yr 7-13</p> <ul style="list-style-type: none"> <li>data display</li> <li>national standards, Yr 9-10, NCEA</li> <li>Priority Learners: <ul style="list-style-type: none"> <li>Māori</li> <li>Pasifika</li> <li>Special Needs</li> </ul> </li> </ul> <p>Leavers' data NZQA Principal Nominee (PN)</p> <ul style="list-style-type: none"> <li>Moderation and compliance</li> <li>NCEA internal assessment timetable</li> <li>NCEA external assessment</li> </ul> <p>Reports Student Management system: KAMAR</p> <p><b>Curriculum and Pathways Yr 7-13;</b> &amp; SLT year levels Curriculum Overview and Structure Yr 7-13</p> <ul style="list-style-type: none"> <li>Yrs 7-10: Learning Pathway</li> <li>Yrs 11-13: Career Pathway</li> <li>School curriculum documentation</li> <li>Vocational Pathways</li> <li>Curriculum Information Events overview</li> </ul> <p>Dual Pathways and STP: Secondary Tertiary Pathways Scholarships (with Rsl) Te Kura: Correspondence School (with MI)</p> <p><b>Deputising for the Principal</b></p> <p><b>IT Infrastructure</b> LC IT systems and liaison with Fusion</p> <p><b>Learning Support</b> SENCO</p> <ul style="list-style-type: none"> <li>ORS oversight (Ongoing Resourcing Scheme)</li> <li>Teacher Aide oversight</li> </ul> <p>Study Support Centre Supported Learning Programme Te Ako (incl volunteers co-ordntd by Sg) Learning Solutions</p> <p><b>Relief</b></p> <p><b>Staffing Usage</b></p> <p><b>Timetable and Options Structure</b> Options and modules Timetable</p>	<p><b>Curriculum and Pathways:</b> SLT year levels Yr 7-8 within Yr 7-10 pathway</p> <p><b>Operations</b> Calendar: week, term, year</p> <ul style="list-style-type: none"> <li>weekly staff bulletin, whiteboard</li> <li>term plans and year whiteboard</li> <li>Start of Year &amp; End of Year organization (with Kst)</li> </ul> <p>Litter system School photos oversight Staff Manual (with SCT)</p> <p><b>Prefects</b> (with Tm)</p> <p><b>Priority Learners:</b> SLT year levels</p> <ul style="list-style-type: none"> <li>Māori</li> <li>Pasifika: Pasifika Education Plan</li> <li>Special Needs</li> </ul> <p><b>Rebuild:</b> Co-ordination Master Planning Co-ordinate introduction and implementation of high level design</p> <p><b>Staff</b> Annual Attestation Certification (Registration) Duty roster PCTs: Provisionally Certificated Teachers (with SCT) Staff photo board SWIS: Social Worker in Schools, Yrs 7-8 Mana Ake Teachers new to LC: staff induction (with SCT) Teacher trainees and interns</p>	<p><b>Curriculum and Pathways:</b> SLT year levels</p> <p><b>Education Outside of the Classroom (EOTC)</b></p> <p><b>Events</b> Assemblies</p> <ul style="list-style-type: none"> <li>Whole-school</li> <li>Year-level</li> </ul> <p>Course selection/booklet/meetings/events Events to support values Open Night Prizegivings Whānau-Teacher Report Events</p> <p><b>Hauora and Success</b> Deaning agency and systems } Detention system } with En Referral Room } Breakfast Club oversight Partnership Community Worker (PCW) Daniel Hay</p> <p><b>Operations</b> Emergency procedures and Evacuation Health and Safety</p> <p><b>Priority Learners:</b> SLT year levels</p> <ul style="list-style-type: none"> <li>Māori</li> <li>Pasifika</li> <li>Special Needs</li> </ul> <p><b>Staff Inquiry</b> Appraisal logistics</p>	<p><b>Curriculum and Pathways:</b> SLT year levels</p> <p><b>Attendance Systems</b> Leading data analysis and data use:</p> <ul style="list-style-type: none"> <li>Attendance system</li> <li>Punctuality</li> <li>Rock On meetings (with En)</li> </ul> <p><b>Communications - oversight</b> Community Media Newsletter Newspaper Partner schools Website</p> <p>} with Wh and En</p> <p><b>Digital Inquiry (with Obn and Mor)</b></p> <p><b>Enrichment</b></p> <p><b>Priority Learners:</b> SLT year levels</p> <ul style="list-style-type: none"> <li>Māori</li> <li>Pasifika</li> <li>Special Needs</li> </ul> <p><b>Staff Inquiry</b> Learning Area Review Writing Initiative – Literacy Leadership Inquiry (with Ktn and En) SCT: Specialist Classroom Teacher (with Ptr and En)</p>
<b>Hauora and Success</b>				
<p style="text-align: center;">Enrolments and transition systems Yrs 7 – 13: Kst Ydr with Pi. (Pwl liaison)</p> <p style="text-align: center;">Student Leadership Poutama: } Kst Ydr with Pi. (En liaison) Houses oversight (with Smi and Tul) }</p> <p style="text-align: center;">Alternative Education, part of transition above: Kst Ydr</p>				
Duty Team Leader: Monday	Duty Team Leader: Thursday	Duty Team leader: Wednesday	Duty Team Leader: Friday	Duty Team Leader: Tuesday
NZC Oversight: -	NZC Oversight: HPE, Lrng Spprt, Maths, Technology	NZC Oversight: Arts, Careers, Library, 7-8	NZC Oversight: ELLs, Guidance, Science	NZC Oversight: English, Languages, Soc Sciences
Year level oversight: -	Yrs 11 and 12 oversight and enrolments	Yrs 7-8, 13 oversight and enrolments	Yr 9 oversight and enrolments	Yr 10 oversight and enrolments