



Job Description – Community Leader

POSITION TITLE	Community Leader
MANAGEMENT UNITS	3MU & 1MMA
REPORTS TO	Deputy Principal (Pastoral) / Deputy Principal (Community) / Principal
DIRECT REPORTS	
WORKING RELATIONSHIPS	<i>External:</i> Whānau, on occasion - Oranga Tamariki, RTLB, NHS, other agencies <i>Internal:</i> Deputy Principal (Pastoral), Senior Leadership Team, Guidance Team, other Community Leaders, Assistant Community Leaders, Whānau Coaches

PURPOSE OF THE POSITION

A **Community Leader** leads the pastoral care for the students in their community. They play a key role in liaising with whānau. Community Leaders also provide leadership and support for the Whānau Coaches in their Community to be effective academic and pastoral mentors.

KEY RESPONSIBILITIES	APPRAISAL INDICATORS
Pastoral Care and Guidance	• Has a genuine commitment to the principles of Te Tiriti o Waitangi and Māori success • Ensures student safety and well-being • Provides Pastoral care to support students and coaches • Demonstrates commitment to working with whānau in partnership to support young people • Works with the Community's Senior Leader to ensure at-risk students are identified and pastoral support is in place for all students • Solutions-focused; promotes a constructive and collaborative approach • Values the expertise of others • Demonstrates belief in the power of restorative practice • Shows the ability to implement restorative practice when resolving conflict.
Leadership of a Community	Community Leaders work collaboratively with other leaders, with the whānau coaches in their community, and with ākonga



	and their families. • Grows whānau coach capacity to fulfil their role • Runs effective Whānau Coach Professional Learning hui • Runs effective Community / Year Level Hui • Facilitates student leadership group • Maintains relationships of challenge and trust • Clear, timely, respectful, and effective communication • Provides support for others using a coaching approach. • Leads effective collaboration that results in improved outcomes for learners.
Whānau Framework Leadership	• Leads and / or facilitates Professional Learning, supporting coaches around the HPSS Whānau Framework and Dispositional Curriculum • Co-constructs with the CL team areas of leadership within the team, which draw on each person's strengths. • Is willing and open to challenging current practice, being curious and responsive. • Collaborates with and supports the Deputy Principal and Community Leaders team to be the best they can be.

TASKS AND DUTIES

- As described on the [Community Leader Checklist](#)
- Ensuring the safety and well-being of students at all times.
- Any other duties as required from time to time.

GENERAL RESPONSIBILITIES

- Comply with all board policies and relevant legislation.
- To be present at and lead/support the facilitation of: Enrolment weeks, Individual Education Meetings, Transition Visits, Open Evening, Course Selection Evening, Orientation Day, Induction Day, Community Hui, Kitchen Tables, Community Leadership team meetings, Prize Givings, Junior Camps.



HOBSONVILLE POINT SECONDARY SCHOOL

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DECLARATION:

Approved by:	Kirsty Dowding Principal / Rosamund Britton Deputy Principal
Date approved:	1 May 2024
Reviewed:	<i>To be reviewed by end of 2026</i>
Appointee: (Name and Signature)	
Date appointed:	

Finalised 1 May 2004. To be reviewed by end of 2026