



Job Description – Junior Data and Relief Coordinator

POSITION TITLE	Junior Data and Relief Coordinator
MANAGEMENT UNITS	1MU 1MMA
REPORTS TO	Principal Nominee, Principal

PURPOSE OF THE POSITION

The purpose of this position is to provide coordinated administrative and operational support across key academic, assessment, examination and relief processes, contributing to effective teaching and learning and positive outcomes for students.

The position works collaboratively with Senior Leadership, Middle Leaders and staff to support the accurate collection, analysis and use of student achievement data; facilitate academic tracking and counselling; coordinate examination and assessment requirements; and support processes such as co-requisite entries, reporting and derived grade applications. The role also provides an important coordination function for relief staffing, ensuring appropriate and timely classroom coverage and supporting the effective deployment and ongoing management of relievers.

Through strong organisation, attention to detail, communication and collaboration, the position helps ensure that academic and operational processes are well coordinated, responsive and student-centred, enabling staff to focus on teaching and learning and supporting students to make progress and achieve their potential.

KEY RESPONSIBILITIES	APPRAISAL INDICATORS
• <i>Exam Assistance</i>	• Assisting with the delivery of the Mock and Co-Requisite Literacy and Numeracy examinations, including: ○ Planning for the staffing of exam supervision and SAC supervision. ○ Preparing the SAC packs and helping with exam.net and



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	○ During exams, helping coordinate the delivery of SAC support. ○ Where necessary, helping with the training of the Reader/Writer supervision
● <i>Academic Counselling</i>	● Supporting the SLT and Middle Leaders with the process of academic tracking and with providing academic counselling to our Year 12 and 13 students.
● <i>Junior Data and Assessment Facilitator</i>	● Supporting the PN/AP with the coordination, delivery and reporting of the twice-yearly SMART Assessment for Reading, Writing and Numeracy. ● Supporting SLT with the analysis of Junior data in Reading, Writing and Numeracy. ● Communicating/collaborating with LALs and Staff to ensure SMART results help inform teaching and learning and lead to accelerated progress for students identified as emerging.
● <i>Co-requisite Entry Facilitator</i>	● Supporting the PN and the LALs of English and Maths with ensuring entries into the Literacy and Numeracy Co-Requisite examinations are appropriate.
● <i>Reporting</i>	● Supporting the AP with the checking of Progress and End-of Term Progress Reports.
● <i>Learning Support NCEA Co-Advisor</i>	● Either leading or helping facilitate the moderation of internal assessments completed by students/classes connected to the Learning Support Team (e.g. Akoranga, Game of Life).
● <i>Submission of end of year derived grade applications.</i>	● Supporting the PN and students and whānau with the submission of derived grade applications.
● Relief support	● Maintaining and updating contact details and other useful info about the current pool of relievers, including subject strengths and other details that assist in suitable class allocations ● Monitoring relief phone mornings and evenings for staff calling out sick; booking and assigning relievers accordingly (collab with Anna, alternating terms)



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- Monitoring the relief book to ensure cover is provided for other forms of staff leave
- Data entry and double-checking: staff leave and reliever pay - all of the above in collab w/ SLT and admin team
- Ensuring staff with relief blocks in their teaching load are factored in and looked after (clarity, communication)
- Communicating/collaborating with SLT and LCLs in instances where not all classes / whānau times can be covered
- Recruitment and onboarding of relievers - in collaboration with the admin team and SLT
- Ongoing support of relievers during the school day - in collaboration with SLT
- Development/refinement of communication documents related to relief practices
- Strategic allocation of any unassigned relievers as support staff around the school - based on strengths of staff and needs of classes - in collab with THW

DECLARATION:

Approved by:	Kirsty Dowding
Date approved:	2 September 2026
Reviewed:	
Appointee: (Name and Signature)	
Date appointed:	