



POINT VIEW SCHOOL JOB DESCRIPTION - TEAM LEADER

PERFORMANCE OBJECTIVES

Leadership

1. Support and promote the school vision, values, and strategic goals.
2. Align all decisions with the school vision, strategic direction, and school policies/procedures and the big picture, including new initiatives.
3. Foster a school culture guided by our school team norms, promoting above-the-line thinking, a solution-focused mindset, and radical candour in professional conversations.
4. Support the development of high-performing teams based on trust, supportive staff relationships, collaborative decision-making, and open communication.
5. Promote the development of dynamic, inclusive student learning environments.
6. Maintain up-to-date professional knowledge by engaging with current educational research and pedagogy.
7. Lead professional discussions on educational issues, teaching practice, and student achievement.

Professional Growth Cycle

1. Support specified teachers in identifying and progressing their individual professional growth goals.
2. Facilitate the Professional Growth Cycle process for team members, continuing to develop your own coaching and mentoring skills.
3. Provide constructive feedback, observations, and evidence-informed guidance as part of the annual endorsement process and use the PVS observation guidelines.
4. Support professional growth by modeling lessons, co-teaching, and conducting peer observations where needed.
5. Facilitate and promote professional development opportunities within the team and across the wider school.
6. Assist with the induction of new staff
7. Establish and share an annual personal leadership growth goal to continuously develop your own leadership practice.

Management

1. Support all team functions relating to curriculum design and delivery, student assessment, data analysis, staff professional development, and day-to-day school administration.

2. Manage (or co-manage) the team in the absence of the DP, ensuring smooth daily operations, routines, and standards are maintained.
3. Guide and support teachers with student pastoral care, positive behaviour management, and effective parent communication.
4. Fulfill specific management and operational tasks allocated annually across the strategic leadership team.

Student Learning

1. Model quality teaching practice and the successful implementation of effective, evidence-informed learning programmes using the science of learning.
2. Model sound assessment practices and lead team data collection and analysis, identifying key achievement trends, strengths, and areas for growth to implement targeted strategies that raise achievement.
3. Guide and assist teachers with formal and informal reporting to whānau and parents and through the reporting changes
4. Support teachers to identify, differentiate for, and cater to diverse learning needs, including neurodiverse learners, learning support, and high-ability/gifted students.