

2018 HUB LEADER

Job Description

(1 Permanent & 1 Fixed Term Unit)

This document provides an overview of the expectations of hub leaders. It is an attachment to, and extension of, the teacher job description as guided by the Practising Teacher Criteria.

The following is still to be updated for 2018.

GOAL: To demonstrate the necessary skills as Hub Leader to develop a collaborative teacher team based on trust, constructive feedback, shared responsibility for students, and a focus on using data to improve teacher practice and student achievement.

KEY TASKS TO ACHIEVE THIS:

1. Professional Leadership

- a. Develop a cohesive team where staff relationships are valued, support is provided, group decision making is encouraged, and effective communication exists
- b. Create a collaborative relationship with all Hub staff
- c. Support and assist teachers to develop their understanding of a collaborative learning environment
- d. Undertake specific leadership responsibilities for a syndicate (to be agreed upon by all 3 Hub leaders)
- e. Be an effective role model to other staff members and students

2. Relationships

- a. Establish a culture of respect, support and trust within the team, where open and honest conversations can be had about teaching and learning
- b. Provide advice and guidance as necessary for teachers
- c. Ensure the school reporting system is understood and followed
- d. Ensure that regular opportunities are provided for teachers to discuss and work through any identified issues and act on recommendations
- e. Support Hub teachers to meet deadlines and identify any issues that may arise
- f. Understand the people in the team (the staff, the students, the families) and show empathy towards them
- g. Monitor the use of syndicate behaviour management plans

3. Implementation of teaching and learning programmes

- a. Ensure that planning, assessment and practice in the Hub reflect the requirements of the Trentham Curriculum
- b. Ensure that recording systems are in place for student progress and achievement and records are consistently kept across the Hub

4. Communication & Meetings

- a. Organise and lead weekly Hub meetings covering:
 - i. Planning and programme organisation
 - ii. Student achievement/monitoring student progress and achievement
 - iii. Ensuring consistency of curriculum delivery and assessments
 - iv. Hub expectations – sharing planning, bookwork and behaviour techniques, etc.
- b. Be prepared to have “difficult conversations” when required
- c. Delegate appropriate tasks to staff, monitor their work and provide appropriate support
- d. Meet with other Hub leaders fortnightly, or as appropriate
- e. Be professional in fielding concerns from staff and parents, informing the Principal/AP/DP as appropriate

Syndicate Leader:

Principal:

Date: