



# Epsom Girls Grammar School

Te Kura Tuarua o Ngā Taitamāhine o Maungawhau

## Epsom Girls Grammar School

*Values: Courage, compassion, curiosity, community*

<b>Position:</b>	Year Level Dean, commencing with Year 12, 2025 1.5 MUs plus 1 MMA, 9 periods per week time release Permanent Teaching role - Fixed Term Dean role (2 years)
<b>Responsible to:</b>	Learning Area Director, Student Support
<b>Direct involvement with:</b>	Pastoral Team HOD Deans and year level Deans
<b>Primary responsibility:</b>	All members of the school community and their whanau To contribute to the development of a learning environment in which the aims of the Learning at EGGGS Statement may be achieved within the specific context of the Student Support team

### A Dean will:

- Contribute effectively to provide a safe, inclusive and supportive learning environment
- Foster respectful behaviours through explanation and practice and maintain effective working relationships with all staff in the school
- Practise and educate the school community in the principles of restorative justice.
- Provide professional leadership to the team of tutors providing effective advice and guidance where required.
- Be consistent and supportive in relationships with staff and students
- Work as a member of the student support team and be able to contribute to shared decisions.
- Be an effective communicator, both with colleagues and students, and their whanau.
- Be able to maintain a positive relational learning environment that promotes curiosity
- Be committed to ongoing personal professional development
- Have enthusiasm for working with young people, and committed to helping students achieve their best and foster student wellbeing
- demonstrate commitment to the promotion of Maori protocol and language where appropriate
- Make decisions consistent with national guidelines and school policy
- Be able to be proactive in resolving issues
- Be able to be proactive in thinking about future needs
- Show organisational ability and the ability to meet deadlines

**Responsible to:** Deputy Principal with responsibility for Year level and Deputy Principal Pastoral

**Direct involvement with:** HOD Deans and year level co-Dean. All members of the school community and their whanau.



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## Specific responsibilities:

Support	<ul style="list-style-type: none"><li>● develops a respectful relationship with students in order to review and monitor all aspects of learning and involvement in the school community</li><li>● uses restorative principles in all interactions with students, staff and parents</li><li>● works with others to identify individual barriers to achievement and takes appropriate steps to help students overcome these</li><li>● supports the student in the acquisition of self management through co-operative, goal setting and self-review</li><li>● responds in a supportive and timely way to incident management processes</li><li>● supports tutors to facilitate learning conversations with students</li><li>● works with tutors in preparation for student/parent/tutor reporting</li><li>● contribute to case conference with a problem solving approach</li><li>● liaise with other professional organisations to support students such as Kari Centre, Truancy services and Northern Health School.</li><li>● liaises and consults with parents/ caregivers/ whanau</li><li>● assists with the successful transition of new students</li></ul>
Leadership	<ul style="list-style-type: none"><li>● contribute to the continual development of the dean team</li><li>● commitment to the development and application of restorative practices within the school</li><li>● organises tutor team and other meetings</li><li>● models appropriate behaviour and skills</li><li>● delegates tasks and responsibilities</li><li>● consults appropriately with student support staff, SLT and the Learning Centre</li></ul>
Administration	<ul style="list-style-type: none"><li>● enrol students</li><li>● assists students and advocates for their subject choices by consulting with HOD's and specialist teachers</li><li>● produces and amends individual student courses</li><li>● allocates an appropriate tutor group</li><li>● facilitates enrolment in national and international qualifications.</li><li>● Records appropriate information on the student management system</li></ul>
Monitoring	<ul style="list-style-type: none"><li>● student progress</li><li>● attendance and implements procedures which encourage consistent attendance by students.</li><li>● co-ordinates information in response to parent, student or teacher inquiries.</li></ul>



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	<ul style="list-style-type: none"><li>• co-ordinates the appropriate year level reporting process.</li><li>• provides relevant student information required by the Principal for the furthering of student opportunities.</li></ul>
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