



Position Description

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| Position: | Gifted Coordinator |
| Department: | Student Learning Services |
| Responsible To: | HoLA - Student Learning Services /Senior Leadership Team |
| Engagement Type: | Full-Time, Permanent |
| Purpose: | To manage the Gifted programme ensuring student engagement and high quality outcomes for all gifted students |

KEY RESPONSIBILITIES/JOB DUTIES

The job description below is not exhaustive. It is expected that the Gifted coordinator, in collaboration with Senior Management, will develop the position and description as the year progresses. Please note that this must be done in accordance with the spirit and intent of the WHS Gifted policies that have been developed by the Gifted Review Committee.

- Serve as an advocate for Gifted students
- Provide Gifted students with course counselling and where appropriate, develop IEPs for individual students.
- Develop a network for students who value intellectual pursuits and work with them to organise special events and opportunities to be with like-minded students from various age groups.
- Develop and maintain records for all students involved in the Gifted programme, including keeping accurate records for each student. These should show progress, milestones, concerns, etc.
- Publicise outstanding events and achievements involving Gifted students.
- Provide students and parents with information about enrichment and acceleration opportunities available both within and outside the school.
- Meet with parents to provide support and information opportunities and to ensure their opinions and ideas are being heard and attended to.
- Develop systems and procedures for integrating Gifted into everyday life at WHS, ensuring coherence and sustainability.
- Lead school wide professional learning of Gifted principles and best practice, both in class and school wide. This will include working with Learning Areas to develop differentiated curricula for Gifted students and also working with classroom teachers to help them establish a climate that supports and promotes excellence.
- Establish links with contributing school within the wider school network to ensure teachers within these schools are well informed about opportunities offered within the school and to help promote easy and effective transition of students from contributing schools to the secondary school.
- Help identify Gifted students including identifying the subset of highly and profoundly gifted and talented students.
- Help identify students for whom acceleration may be an option (within the parameters defined by the Gifted review committee).
- Develop the TAD programme (within the parameters defined by Gifted review committee) and identify students for the programme.
- Provide an annual report to the BOT describing the objectives, outcomes and developments of Gifted at WHS
- Develop and maintain the budget
- Work with other staff and SLT to develop policy, principles, procedures and guidelines.

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform any reasonable and lawful duties outside of their normal responsibilities from time to time, as requested by their line manager.



Position Description

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| Position: | Practising Teacher |
| Responsible To: | Head of Learning Area/Senior Leadership Team |
| Purpose: | Fulfill the code of professional responsibility and standards for the teaching profession as set out by the Teaching Council. Support students to fulfill all aspects of the WHS Ākonga Profile. |

KEY RESPONSIBILITIES

Adhere to the Values that underpin the teaching Code and Standards as set out by the Teaching Council:

- Whakamana: empowering all learners to reach their highest potential by providing high-quality teaching and leadership.
- Manaakitanga: creating a welcoming, caring and creative learning environment that treats everyone with respect and dignity.
- Pono: showing integrity by acting in ways that are fair, honest, ethical and just.
- Whanaungatanga: engaging in positive and collaborative relationships with our learners, their families and whānau, our colleagues and the wider community.

Code of Professional Responsibility:

1. Commitment to the teaching profession - Ko Te Ngākaunui Ki Te Umanga Whakaakoranga
2. Commitment to Learners - Ko Te Ngākaunui Ki Ngā Ākonga
3. Commitment To Families And Whānau - Ko Te Ngākaunui Ki Ngā Whānau
4. Commitment To Society - Ko Te Ngākaunui Ki Te Hapori Whānui

Adhere to the standards for the teaching profession as per the Teaching Council:

1. Te Tiriti o Waitangi partnership: Demonstrate commitment to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand.
2. Professional Learning: Use inquiry, collaborative problem solving and professional learning to improve professional capability to impact on the learning and achievement of all learners.
3. Professional Relationships: Establish and maintain professional relationships and behaviours focused on the learning and wellbeing of each learner.
4. Learning-focused culture: Develop a culture that is focused on learning, and is characterised by respect, inclusion, empathy, collaboration and safety.
5. Design for learning: Design learning based on curriculum and pedagogical knowledge, assessment information and an understanding of each learner's strengths, interests, needs, identities, languages and cultures.
6. Teaching: Teach and respond to learners in a knowledgeable and adaptive way to progress their learning at an appropriate depth and pace.

For more details and for any updates to the above please refer to the Teaching Council.



Comply and uphold the Professional Standards for Secondary Teachers as per Supplement 1 of the Secondary Teachers' Collective Agreement.

Includes but not limited to standards of:

1. Professional Knowledge
2. Professional Development
3. Teaching Techniques
4. Student Management
5. Motivation of Students
6. Te Reo me ona Tikanga
7. Effective Communication
8. Support for and Co-operation with Colleagues
9. Contribution to Wider School Activities

Comply with the policies and procedures of the Wakatipu High School Board of Trustees.

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