

DEPUTY HEAD of OUTREACH SCHOOL	
NAME	
TENURE	• 1 FTE • Permanent • Start Date:
PLACE OF WORK	At any Outreach base
DEPARTMENT	Outreach School
REPORTING TO	Head of Regional Outreach Services
DIRECT REPORT(S)	• Outreach Regional Lead x 2
FUNCTIONAL RELATIONSHIPS	• Outreach School • NZSL Services • Ko Taku Reo Services • Mainstream Schools
TRAVEL	National as required
PURPOSE OF THE ROLE	To ensure the operational and systems activities of Outreach Services provide equitable, high-quality teaching, learning, language, and well-being support by way of Direct and Indirect support to Learners. Operations and systems should be consistent and driven by best-practice expectations and current data. This role has responsibility to manage timetables, logistics and resource allocation, recruitment, induction, performance management and development across all teams. It will support the Regional Leads in their operational planning and create positive team cultures and will have the day-to-day oversight responsibility of four regions. It is responsible for accurate data collection and collation that informs the Head of Regional

	Outreach Services and compliance both internal and externally. You will lead varied and interesting projects across Outreach.
KEY ACCOUNTABILITIES	
Operational Co-ordination	• Support the implementation of national systems and processes across regional teams • Monitor service delivery logistics, including caseload distribution, staffing allocations and resource deployment • Ensure regional teams have the tools and support needed to deliver consistent and high-quality services. • Be organised, with strengths in designing and maintaining systems and processes to ensure there is clarity and consistency across the school
Service Equity and Access	• Assist in monitoring equitable access to Outreach Services across the motu • Use data tools (e.g., student-needs matrix) to support caseload reviews and service planning • Identify and escalate regional disparities in service delivery for resolution
Data and Reporting	• Maintain and analyse service data to support planning and improvement • Prepare reports on learner engagement, service reach and operational performance • Support the Head in using data to inform strategic decisions and reporting to the Director of Education Services
Community and Whanau Engagement	• Support the implementation of the Outreach Engagement Strategy • Co-ordinate regional initiatives that strengthen relationships with whanau, iwi and the Deaf community • Ensure culturally appropriate communication and engagement practices are upheld
Compliance and Quality Assurance	• Ensure regional operations align with legislative, contractual, and regulatory requirements • Support internal audits and reviews of service delivery processes • Contribute to the implementation of ERO recommendations
Leadership and Team Support	• Provide day-to-day leadership and guidance to regional leaders and staff through coaching, mentoring and clear communication

	- Function as a key liaison between the Head of Regional Outreach Services and regional teams - Step into the Head's role when delegated or during periods of absence - Change process is transformational and elevates service delivery to meet evolving needs
PERSON SPECIFICATION	
Qualification(s) and Technical Skills	- Education or Teaching Qualification L.7+ - Conversational NZSL (or a willingness to learn) - Full clean NZ Driver's License
Experience and Knowledge Profile	10+ years teaching experience 5+ years teaching leadership experience - Experienced Middle or Senior Leader of large teams of people in schools - Proficient at data analysis and reporting - Deaf Education Experience is ideal
Key Competencies	Decision Quality / Sound Judgement Makes good decisions based on a mixture of data, analysis, experience, and good judgement. Is sought by team members for advice, approval where applicable, and solutions Planning Accurately scopes out timeframe, difficulties in tasks, resources required, sets objectives and goals, breaks down work into process steps and tasks; develops schedules and task/people assignment with thresholds for decision-making; reviews and measures performance and costs against goals and evaluates outcomes Problem Solving / Analytical Skills Anticipates and adjusts plans for problems with pragmatism and a solution focus using rigorous logic; probes all probable sources and looks beyond the obvious for answers Peer Relationships and Collaboration Professional relationships that provide for collaboration, consultation, and professional growth. Excellent communication skills both written and verbal; builds excellent rapport, checks assumptions and open to the ideas of others Interpersonal Savvy Excellent time management with ability to prioritise and multi-task. Reliable and efficient, adaptable, dynamic, and articulate Professional Integrity and Trust

	Accountable, dependable, and transparent. Builds and maintains trust with direct and kind communication. Consistently takes personal and full responsibility. Authentic reflective practice.
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SIGNED:

DATE:

(enter name)

Deputy Head of Outreach School

(enter name)

Head of Regional Outreach Services
