

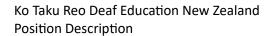
DEPUTY HEAD of OUTREACH SCHOOL				
NAME				
TENURE	<ul><li>1 FTE</li><li>Permanent</li><li>Start Date:</li></ul>			
PLACE OF WORK	At any Outreach base			
DEPARTMENT	Outreach School			
REPORTING TO	Head of Regional Outreach Services			
DIRECT REPORT(S)	Outreach Regional Lead x 2			
FUNCTIONAL RELATIONSHIPS	<ul> <li>Outreach School</li> <li>NZSL Services</li> <li>Ko Taku Reo Services</li> <li>Mainstream Schools</li> </ul>			
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	<ul> <li>Support the implementation of national systems and processes across regional teams</li> <li>Monitor service delivery logistics, including caseload distribution, staffing allocations and resource deployment</li> <li>Ensure regional teams have the tools and support needed to deliver consistent and high-quality services.</li> <li>Be organised, with strengths in designing and maintaining systems and processes to ensure there is clarity and consistency across the school</li> </ul>			
Service Equity and Access	<ul> <li>Assist in monitoring equitable access to Outreach Services across the motu</li> <li>Use data tools (e.g., student-needs matrix) to support caseload reviews and service planning</li> <li>Identify and escalate regional disparities in service deli9very for resolution</li> </ul>			
Data and Reporting	<ul> <li>Maintain and analyse service data to support planning and improvement</li> <li>Prepare reports on learner engagement, service reach and operational performance</li> <li>Support the Head in using data to inform strategic decisions and reporting to the Director of Education Services</li> </ul>			
Community and Whanau Engagement	<ul> <li>Support the implementation of the Outreach Engagement Strategy</li> <li>Co-ordinate regional initiatives that strengthen relationships with whanau, iwi and the Deaf community</li> <li>Ensure culturally appropriate communication and engagement practices are upheld</li> </ul>			
Compliance and Quality Assurance	<ul> <li>Ensure regional operations align with legislative, contractual, and regulatory requirements</li> <li>Support internal audits a reviews of service delivery processes</li> <li>Contribute to the implementation of ERO recommendations</li> </ul>			
Leadership and Team Support	<ul> <li>Provide day-to-day leadership and guidance to regional leaders and staff through coaching, mentoring and clear communication</li> </ul>			



	<ul> <li>Function as a key liaison between the Head of Regional Outreach Services and regional teams</li> <li>Step into the Head's role when delegated or during periods of absence</li> <li>Change process is transformational and elevates service delivery to meet evolving needs</li> </ul>				
PERSON SPECIFICATION					
Qualification(s) and Technical Skills	<ul> <li>Education or Teaching Qualification L.7+</li> <li>Conversational NZSL (or a willingness to learn)</li> <li>Full clean NZ Driver's License</li> </ul>				
Experience and Knowledge Profile	<ul> <li>10+ years teaching experience</li> <li>5+ years teaching leadership experience</li> <li>Experienced Middle or Senior Leader of large teams of peop in schools</li> <li>Proficient at data analysis and reporting</li> <li>Deaf Education Experience is ideal</li> </ul>				
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.				
SIGNED:		I	DATE:		
(enter name)					
Deputy Head of Outreach S	School				
(enter name)		_			

(enter name)

Head of Regional Outreach Services