

STAFF RESPONSIBILITIES 2018 – 22.01.2018

	Curriculum	Other
S Maihi <i>(Principal)</i>	<ul style="list-style-type: none"> • Overall responsibility for whole school • Overall Curriculum Development • Bilingual Education Overview 	<ul style="list-style-type: none"> • Childcare Licensee • Admin Staff • Caretaker / Groundstaff • Staff P.D Leader • HIPPY Chairperson • BOT Advisor • Adult Learning Programme Overview • Staffing • ENROL overview • Novopay overview
S Naidoo <i>(Vice Principal)</i>	<ul style="list-style-type: none"> • Overview Literacy Leaders • Assessment Leader • Summer Reading Project • Curriculum Development 	<ul style="list-style-type: none"> • Overview NHeW 2-3 • Data diagnosis across all curriculum • Sickbay Assistant • Staffroom Assistant • Home School Partnership overview • Whanau Tautoko • Out of School Care • Attendance Officer • ETAP Responsibility • Relievers Term 3 • Induction of new Staff • Assist Principal & Responsible for school in Principal's absence
V Raman <i>(Deputy Principal)</i>	<ul style="list-style-type: none"> • Literacy/Reading Leader • Specialist Literacy Programmes Coordinator • E Portfolio's Development • Restorative Practice / Rangimarie 	<ul style="list-style-type: none"> • Overview Sia Mo'ui, NHeW 1 • IT Staff • Data diagnosis across all units - Reading • Staff Rep BOT • Rangimarie Behaviour Programme • Relievers Term 4 • T Aides liaison /PD/ Induction • Technical Leader IT / Radio Equip • Reading Resource Room • Website Overview
J Tavui <i>(Deputy Principal)</i>	<ul style="list-style-type: none"> • Samoan Curriculum Overview • Specialist Innovation Y7/8 • Y7/8 Curriculum Overview • Bilingual Education Assistant 	<ul style="list-style-type: none"> • Overview TRRR, NHeW 4 • HIPPY Overview • Transition to College • Leadership Overview • Kiwican Coordinator • Relievers Term 1 • Careers Education • Y7/8 Assembly Coordinator • House Development • Minute Taker – BOT (Alternate Mtgs) • Staff Cubbies
A Masina <i>(Deputy Principal)</i>	<ul style="list-style-type: none"> • Literacy / Writing Leader • Radio Station Overview (Content) • Innovations Overview - Whole School 	<ul style="list-style-type: none"> • Overview OLT • Whole School Assemblies • Staff Duty Timetable/Duty Folders/Grounds Duty • Data Diagnosis across all units • Writing Curriculum

A Masina <i>cont.....</i>		<ul style="list-style-type: none"> • Y5/6 Sports / School / Interschool • Timetable for Senior Meetings & Staff meetings • Relievers Term 2 • Termly Roll Returns • Minute Taker – BOT (alternate mtgs) • Minute Taker - Senior Management meetings • Sports Academy Assistant
M Morunga (<i>Pouarahi</i>)	<ul style="list-style-type: none"> • Te Reo Maori Language Leader • Assessment / Evaluation in Te Huringa • Te Marautanga o Aotearoa Development • Tuhituhi / Panui Leader • Innovations Leader (TH) • Te Huringa Scheme Review 	<ul style="list-style-type: none"> • Senior Leader THRR • Team Kaimahi • Kohanga Reo Liaison Overview • AKA / He Mataimatatini • Overview Data Assessment / TWAK • Whanau Tautoko • He Matai/matatipu overview • Team extra Teacher
A Ngaropo (<i>Senior Leader</i>)	<ul style="list-style-type: none"> • Te Roopu Reo Rua Scheme • Pangarau Overall (TRRR) • Te Reo Maori Bilingual Dev TRRR • Panui / Tuhituhi Overview (Jnr TRRR) • Innovations Leader 	<ul style="list-style-type: none"> • Senior Leader TRRR • Overview Team Assessment data /Barriers to Achievement • 5.1's overall TRRR /6yr Nets • Whanau Tautoko • Team T/Aide • Team extra Teacher
S Stephen (<i>Senior Leader</i>)	<ul style="list-style-type: none"> • NHeW 1 - Maths support • Writing Leader – Jnrs • Innovations Leader 	<ul style="list-style-type: none"> • Senior Leader NHeW Tahī • Preschool / NE Liaison Overview • Team T/Aide • Overview Team Assessment / Data / Barriers to achievement / 5.1's / 6 year nets • Team extra Teacher
L Fonoti (<i>Senior Leader</i>)	<ul style="list-style-type: none"> • OLT Scheme Review • Aga'nuu Leader (Snr) • Y 7/8 Curriculum (OLT) • Maths Leader (OLT) • Innovations Leader (OLT) 	<ul style="list-style-type: none"> • Senior Leader – (OLT) • Maths Support Y5-8 OLT • Newsletter production for OLT • Overview data / assessment • Team extra Teacher • OLT Senior Barriers to achievement
N Sakaria (<i>Senior Leader</i>)	<ul style="list-style-type: none"> • Y7/8 Curriculum NHeW 4 • Innovations Leader NHeW 4 • Digital Leader NHeW 4 • Maths Leaders NHeW 4 	<ul style="list-style-type: none"> • Senior Leader NHeW 4 • Health Y7/8 (Adolescent) Coord • Whanau Liaison • Overview Team Assessments /data /Barriers to Achievement • Team extra Teacher
O Latu (<i>Senior Leader</i>)	<ul style="list-style-type: none"> • Tongan Language /Leader • Sia Mo'ui Scheme development • Y7/8 Curriculum Sia Mo'ui • Maths Support (SM) • Innovations Leader 	<ul style="list-style-type: none"> • Senior Leader (Sia Mo'ui) • Sia Mo'ui Res Rm (Assistant) • Team Teacher Aide • Newsletter production for Sia Mo'ui • Overview Team Assessments /data /Barriers to Achievement • Team extra Teacher
M Keli-Singh (<i>Senior Leader</i>)	<ul style="list-style-type: none"> • Literacy, Reading, Writing OLT • Aga'nuu Leader (Jnrs) • Innovations Ldr (Jnr OLT) 	<ul style="list-style-type: none"> • Senior Leader OLT • Fanau Tautoko (Overview) • T Aides OLT

		<ul style="list-style-type: none"> • Junior Assessment/Barriers to achievement (Jnrs) • SEA (OLT) / 6 yr nets OLT Overview • Samoan Resource Room
T Maihi (Senior Leader)	<ul style="list-style-type: none"> • Digital Curriculum Leader Y5/6 • Team Writing Assistant • Innovation Leader Y5/6 	<ul style="list-style-type: none"> • Leader NHeW 3 • Team assessments/data • Team T/Adie • Team extra teacher • Newsletter production Y5/6 • Media studies support
J Davis (Senior Leader)	<ul style="list-style-type: none"> • Innovation Leader (Y3/4) • P4C Leader (Jnrs) • Team Maths Y 3/4 	<ul style="list-style-type: none"> • Leader NHeW 2 • Team assessments / data • Team T/Aide • Library Resources & Library Centre • Team extra Teacher
D Hill (Senior Leader)	<ul style="list-style-type: none"> • Te Roopu Hauora Leader • Adult Learning Coordinator 	<ul style="list-style-type: none"> • Liaison with SENCO • Whanau Liaison • Team - SWIS, Counsellor, H Nurse, Chaplain. • Special Needs - Students, Whanau • Special Programmes for Wellbeing
L Takuira (Senior Teacher)	<ul style="list-style-type: none"> • Digital Assistant • Literacy Assistant (TH) • Te Huringa Curriculum Scheme Review assistant • Y 7/8 Curriculum support (TH) • Innovations Assistant 	<ul style="list-style-type: none"> • Kapa Haka Coordinator • Literacy Support Groups • Fruit Distribution / TH Kitchen • Digital support TH/TRRR • Assembly Music Assistant • Newsletter production (TH)
H Popata (Senior Teacher)	<ul style="list-style-type: none"> • Visual Arts Assistant • Technology Hard Materials 	<ul style="list-style-type: none"> • Senior Teacher XtremeTeam • Assessments Overview (X Team) • Road Patrols • School Murals maintenance
K McClutchie (Senior Teacher)	<ul style="list-style-type: none"> • Philosophy for Children (Co Leader) 	<ul style="list-style-type: none"> • Writing TRR • Rosters for Hall Foyer & Hall interior • TRRR Newsletter production
W Hansen	<ul style="list-style-type: none"> • PCT Leader • PCT Curriculum P.D • Restorative Practices Assistant 	<ul style="list-style-type: none"> • Induction new PCT's • Support Y2 PCT's • Trainee Teacher Coordinator • Trainee Teacher Placements • Associate Teacher / Tutor Teacher PD • P4C Assistant
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R Waaka	<ul style="list-style-type: none"> • Pangarau (TH) 	<ul style="list-style-type: none"> • Pangarau resources TH/TRRR
E Elia	<ul style="list-style-type: none"> • Maths Junior - OLT 	<ul style="list-style-type: none"> • Office notice board • Assembly Music Assistant • OLT Senior Cultural Group Assistant
C Hutchinson	<ul style="list-style-type: none"> • SENCO Leader 	<ul style="list-style-type: none"> • Special Needs / Teacher Aides • IEP's, RTLB Coordinator • Barriers to achievement overview – whole School • Arrowsmith Programme
T Erika	<ul style="list-style-type: none"> • The Arts (Music) • Ukelele Group • Choir Leader 	<ul style="list-style-type: none"> • Music resources • Assembly Songs

J Carnell	<ul style="list-style-type: none"> • The Arts – Visual • Study Centre Curriculum Reports • School Website • Digital Curriculum 	<ul style="list-style-type: none"> • Art Supplies /Art Store • Website maintenance & uploads • Radio Kowhai & Presenters • Study Centre Reports to MOE • Arrowsmith Programme Assistant • Study Centre Organiser • Cross Country Coach
M Then	<ul style="list-style-type: none"> • Maths expert –NheW 2 	<ul style="list-style-type: none"> • Affirmations • Picture Files • NHeW 2 Radio & Newsletter material
J Diamond	<ul style="list-style-type: none"> • Health Promoting Schools / Health Coordinator • 1st Aid Training Schedules (as needed) 	<ul style="list-style-type: none"> • Health Notice Board • P4C Assistant • Student Health Team • Listening Post (Jnr/Snr) • Class Gardens Support
T Kearns	<ul style="list-style-type: none"> • Panui (Te Huringa) Assistant 	<ul style="list-style-type: none"> • Bottom Resource Room (Literacy) • Lost Property • Radio Materials TH
E Skelton	<ul style="list-style-type: none"> • Health (OLT) 	<ul style="list-style-type: none"> • Aerobics / Jump Jam OLT • Milk Distribution • Radio Materials
M Stevenson	<ul style="list-style-type: none"> • Social Science 	<ul style="list-style-type: none"> • Pasifika Group NHeW • NHeW Notice Board • AV Gear • Social Science Resources
A Chand	<ul style="list-style-type: none"> • Maths Leader • Community Maths Contract (Whole School) 	<ul style="list-style-type: none"> • Maths Resources • Maths Newsletter tasks (fortnightly) • Maths In-Class Support
V Tala'imanu	<ul style="list-style-type: none"> • HIPPY Liaison Support • NHeW 1 Writing Assistant 	<ul style="list-style-type: none"> • Pick n Mix Juniors
J Columbus	<ul style="list-style-type: none"> • TRRR (Snr) Writing Assistant 	<ul style="list-style-type: none"> • Jump Jam Overview TRRR • Kapa Haka TRRR • Items for Radio Station TRRR • TRRR Notice Board
T Bisset	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Duffy Books • NHew 1 Notice Board
O Fungalei	<ul style="list-style-type: none"> • Maths Leader (SM) Junior 	<ul style="list-style-type: none"> • Sia Mo'ui Resource Room • Community Liaison • Fanau Tautoko • Maths Support Y1-4
A Redwood	<ul style="list-style-type: none"> • Remedial Literacy Programme 	<ul style="list-style-type: none"> • Arrowsmith Programme
T Fifita	<ul style="list-style-type: none"> • Maths Leader Assistant 	<ul style="list-style-type: none"> • Pic n Mix (Snrs) • Radio Materials for Sia Mo'ui
H Savage	<ul style="list-style-type: none"> • Technology Y7/8 Programme • Soft Materials Technology 	<ul style="list-style-type: none"> • Y 7/8 Specialisation • Netball Coordinator
C Noble	<ul style="list-style-type: none"> • Phys Ed / Sports Assistant 	<ul style="list-style-type: none"> • EOTC – Camps/Trips info • Big Books • NHeW 2 Notice Board
B Hemara	<ul style="list-style-type: none"> • Pangarau Assistant (TH) • Putaiao (TH) • Jump Jam / Aerobics TH 	<ul style="list-style-type: none"> • Kapa Haka TH (Jnr) • Bicycle Shed and Resources (maintenance overview)

S Tilialo	<ul style="list-style-type: none"> • Maths Assistant OLT 	<ul style="list-style-type: none"> • Notice Board OLT • Cultural Group Assistant (OLT) • Aerobics / Jump Jam - Jnrs
D Maihi	<ul style="list-style-type: none"> • Whole School Sports Coordinator 	<ul style="list-style-type: none"> • Y7/8 Sports Leader in-school / Inter-school • Sports Uniforms • Sports Shed Responsibility • Sport Coaching • Sport Academy Leader
H Tagoai	<ul style="list-style-type: none"> • ePortfolio's (OLT) • Digital Curriculum (Assist - OLT) 	<ul style="list-style-type: none"> • OLT Notice Board Assistant • Wharehui Assistant
V Shilston	<ul style="list-style-type: none"> • Te Reo Maori – Mainstream 	<ul style="list-style-type: none"> • Resource Te Reo Maori Mainstream
K Jones	<ul style="list-style-type: none"> • Innovation Leader (TRRR) 	<ul style="list-style-type: none"> • TRRR Notice Board
A Te Kiri	<ul style="list-style-type: none"> • Innovation Assistant (TRRR) 	<ul style="list-style-type: none"> • Emergency Procedures
M Puna	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Team Cultural Group Y7/8 Newsletter Production NHeW 4
A Vea		<ul style="list-style-type: none"> • Sia Mo'ui Notice Board
A Thompson	<ul style="list-style-type: none"> • Phys ED /Sports Assistant 	<ul style="list-style-type: none"> • Notice Board TH • Assembly Music Assistant • Playground Lunchtime Music
S Bristow		<ul style="list-style-type: none"> • TRRR Res Room
I Raukete	<ul style="list-style-type: none"> • School Sports Assistant 	<ul style="list-style-type: none"> • Sport Academy Assistant • Saturday Netball Assistant • Senior Girls wellbeing
F Mataafa	<ul style="list-style-type: none"> • Literacy Jnrs Assistant 	<ul style="list-style-type: none"> • OLT Res Rm Assistant
M Anderson		<ul style="list-style-type: none"> • Wharehui overall responsibility • Sat Netball Coach • Snr Girls Wellbeing Assistant • Kapa Haka Assistant
S Brandon	<ul style="list-style-type: none"> • Blended Learning (NHeW 1) • Blogging Coordinator 	<ul style="list-style-type: none"> • Whanau Tautoko • Pre-school liaison Assistant
G Watson	<ul style="list-style-type: none"> • Reading Recovery 	<ul style="list-style-type: none"> • Reading Recovery Resources • NHeW 1 Notice Board assistant
S Felise	<ul style="list-style-type: none"> • ESOL Leader 	<ul style="list-style-type: none"> • ESOL Resources • ESOL extra Teacher • ESOL T/Aide • Oversee ESOL admin requirement • Fanau Tautoko
T. Paea		<ul style="list-style-type: none"> • Student Bicycles