

# 2022 Staffing Structure for Forest View High School - FINAL



As a school we are always working to ensure we have the structure which best fits our students' needs. Since the needs of our students continue to change we cannot always have the same structures in place moving forward. Over the last two years we have trialled changes in the allocation of responsibility throughout the school to ensure there are no gaps for our students and to fairly balance workload. We have worked to ensure that all of the allocations of leadership positions in the school are fit for purpose and everyone sits in the correct team. We have learnt a lot of the last two years and will continue to do so as we work alongside the new positions created for 2022.

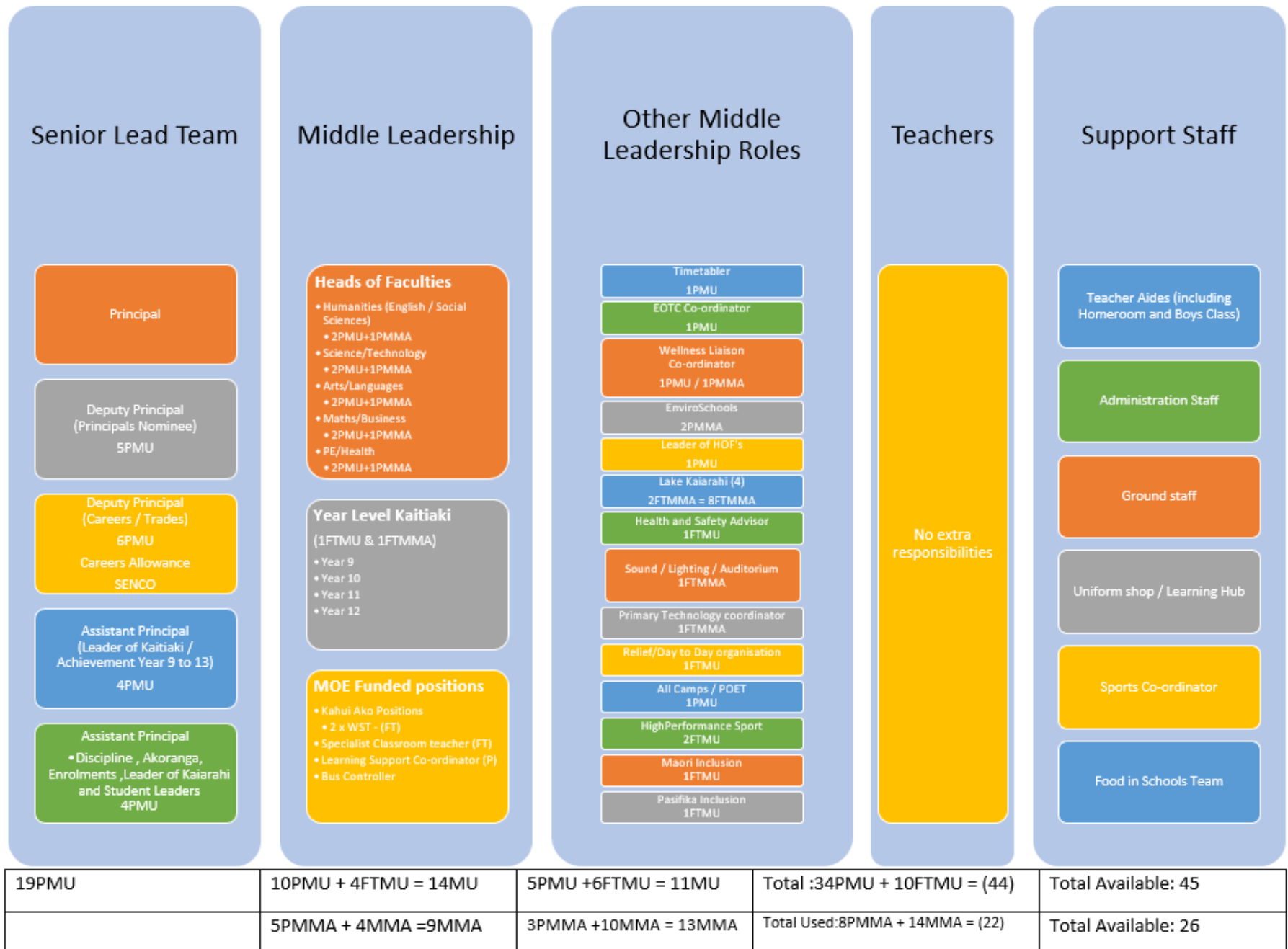
If at any time you wonder if we could be doing things better to fill gaps or that there are obvious areas we can improve on please share this information with any member of the Senior Leadership Team. This information will flow back to all SLT members.

We have deliberately created two new positions to strengthen the cultural lens we operate our school under. These are Maori Inclusion held by Nicole Putoko and Pasifika Inclusion held by Frank Tasi. Research tells us that what is good for Maori is good for all and we have large Maori and Pasifika student numbers within Forest View High School. We want to ensure we have equitable access for all students and need to ensure the Senior Team is held to account for decisions we are making for all students.

The inclusion of a new Assistant Principal for 2022 will also strengthen the gaps we know have existed within the school. This position will be filled by Cherie Merrylees-Clarke and will have a focus on leading and strengthening Akoranga, growing student leadership and leading Kaiarahi to ensure there is strength in the lake system. Cherie will also sit on the Faculty leadership team to ensure that all NCEA requirements for Arataki, Akoranga, the Boys class, the Homeroom and other individualised programmes meet the needs of Faculty leadership.

2022 will see us cut back dramatically on teacher aide support within the school unless we are able to attract further funding to employ teacher aides which we will actively be seeking as soon as the year begins. Over the last few years we have had too many teacher aides so we need to strategically use the teacher aides employed. We have also made the decision to keep our Junior classes as small as possible to give the students a much better start to their High School education.

## 2022 Final Structure



## **Support staff 2022**

Teacher Aide (Permanent) for Blayke and Adam	Rachel Bennion
Learning Hub / Uniform Shop / SENCO administrator	Denise Brooks
Teacher Aide for Kobe	Mirissa Napia
Teacher Aide - PE and Outdoor Ed	Piavaka Nooau
Boys class Teacher Aide	Danielle Karauna
Sports Coordinator	Steve Hale
Student Services	Megan Aspin
Gateway administrator	To be Confirmed
Grounds / Caretaker (Newly combined role)	To be Confirmed
Food in Schools Team	Charissa Banfield Kim Beale Cath Watson Rangi Glassie Mark Cochrane Riyahd Winikerei Lisa Callaghan

## **Forest View High School Teams included in our daily structure:**

### ***Senior Leadership Team:***

- Principal
- Deputy Principals
- Assistant Principal(s)
- Leader of Faculty Leaders

### ***Extended Leadership Team:***

- Senior Leadership Team
- Maori Inclusion
- Pasifika Inclusion

### ***Leaders of Strategic Focus:***

Purpose: To plan for the future of Forest View High School on an annual and long term basis. This includes working towards achieving the Kahui Ako goals and strategic plan.

- The Board
- Principal
- Extended Leadership Team

### ***Leaders of Curriculum Development:***

Purpose: To develop a modern curriculum for Forest View High School which ensures coverage of all learning areas as outlined in the New Zealand Curriculum. The planning needs to ensure the needs of all of our students are met with innovative thinking and structures.

- Heads of Faculties
- Assistant Principal focussing on Junior and Senior student achievement
- Deputy Principal - with Principal's Nominee focus and NZQA compliance focus
- Deputy Principal - Careers Education and Pathways development

### ***Leaders of Professional Growth:***

Purpose: To ensure all staff are able to access a professional growth pathway to meet their individual needs. Staff are challenged to expand their thinking and be able to opt into professional learning that meets their current and future pathways.

- Senior Leadership Team
- Specialist Classroom Teacher
- Learning Support Coordinator
- Kahui Ako leaders

### ***Leaders of Pastoral Development:***

Purpose: To ensure the pastoral needs of all students and staff are met to enable them to be successful members of the school community but also the wider communities they operate in.

- Deputy Principal - SENCO
- Assistant Principal - Achievement
- Guidance Counsellor
- Kaitiaki

### ***Classroom teacher support is available through the following channels in any order a teacher is comfortable with:***

Support should be sought when there are classroom issues or when you feel you may just need someone to talk things through such as students learning, grouping students, differentiating teaching, student behaviour, forming relationships to enable teaching etc

The following support is available:

- ***Specialist Classroom Teacher (SCT):*** the SCT is a unique position specifically for secondary schools. This service is open to all teachers within the school and is designed to be held by a teacher who is currently teaching and so they can understand the needs within our current school. The SCT will work with all newly qualified teachers - those in Year 1 and 2 of their teaching journey. The SCT will also work with any teacher who self-refers, no one else can refer anyone to this service including the Principal or members of the SLT. The SCT will deliver professional learning that is appropriate to the staff needs, can do classroom observations and also relieve for others who need to complete an observation particularly for the Year 1 and 2 teachers.
- ***Head of Faculty (HOF):*** The HOF will be able to offer support for the subject knowledge you may be struggling with. They may not know or have taught each of the subjects in their Faculty but they will be able to link you into appropriate support. If you would like you can also seek assistance from the HOF for any classroom behaviour issues. They will usually be situated in a classroom near when

teaching and can help with immediate assistance for behavioural issues, likewise other teachers near you can also assist with immediate needs to deal with student behaviour.

- **SENCO (Special Education Needs Coordinator):** The SENCO will be able to assist you if you want to learn more about the characteristics of various diagnosed conditions. There may be students who are in your classes who attract Teacher Aide hours or require you to adapt your teaching programmes. The SENCO is responsible for all students with diagnosed conditions and those with high needs as well as scheduling the Teacher Aides. You are always able to request a teacher aide but please be aware this is not a guaranteed right to receive one. The SENCO will run or organise professional learning for the staff around diagnosed conditions and also around all students on a learning support register.
- **Learning Support Coordinator (LSC):** The LSC is a fairly new position and the focus is to ensure students who do not have a diagnosed condition do not miss out on the support and assistance they rightly deserve. The three LSC's within our Kahui Ako are all based at Tainui Full Primary but will be in and out of all schools as the need arises. Part of the biggest work they are doing is creating a database to show the needs across the entire school community. We are currently using Melanie Tatham's excellent testing and screening ability to create learning profiles on our students. These are very helpful for both students and teachers.
- **Year level Kaitiaki:** If you have concerns about an ongoing issue with a student you are welcome to let the Kaitiaki for the year level know this - they are unlikely to provide you support in your classroom. Kaitiaki will have an overall responsibility for the Year level and will be in touch with families of students of concern in conjunction with Arataki teachers.
- **Arataki teacher:** If you have concerns about an ongoing issue with a student you are welcome to let the Arataki teacher know - they are unlikely to provide you support in your classroom. Given they are the champion for the student they will certainly add this to the big picture they are holding of the student.
- **Assistant Principals:** You are welcome to seek support from an AP if you would like to. Always remember the teams will be talking about students so these issues will be shared to ensure everyone is on the same page. Depending on the issue the AP may be able to provide immediate support or may refer you to one of the above people.
- **Deputy Principals** are available to support teachers for serious issues - these will likely result in students needing to be removed from classes immediately. A serious issue would include fighting, alcohol or drug use or something else of a similar nature.