



<b>Student Systems Manager</b> [Three management units]	
<b>Responsible to:</b>	Deputy Principal (Community & Staff Liaison)
<b>Primary Goal:</b>	To run student data systems and complete data analysis to inform and improve College performance
<b>Hours/Tenure:</b>	Full time permanent position – NZ registered teacher

### **Hagley College / Te Puna Wai o Waipapa**

Hagley is a unique educational institution in New Zealand and a recognised leader in innovation in education. As a designated character school, it offers over 2,000 full and part time adult and adolescent students across Christchurch city access to a relevant education designed around their individual needs.

### **Mission**

Hagley’s mission is, ‘lifelong learning that is accessible to all’. The beliefs which underpin our mission are that education should be available to all and that we should do our utmost to create opportunities for lifelong access to secondary learning for adolescent and adult students.

### **Vision**

Our vision is that we will inspire students’ futures and transform their lives. We believe that effective engagement in learning is based on the relationships we build with each of our students and on each student’s wellbeing. We do this so that students will achieve to their full potential, will develop the personal values and competencies critical to successfully learning, living and contributing to society, and will transition successfully from Hagley to further learning, training or employment.

### **Values**

Our values - trust, respect, integrity and personal responsibility - are affirmed and given prominence within our school, particularly in the actions of our staff and students and how they interact with each other every day. People at Hagley relate to one another in open, inclusive and cooperative ways. Diversity and individuality are valued and respected. Hagley’s values are underpinned by the core Māori values of whanaungatanga (relationships), turangawaewae (a place to stand) and rangatiratanga (self determination).

### **The Unique Position of Tangata Whenua**

We acknowledge Te Ngai Tuahuriri as holding manawhenua over the land of this area. We live out our commitment to te Tiriti o Waitangi, particularly through how te reo Māori and tikanga are valued and promoted in the school. We are committed to Māori achieving success as Māori and to our bicultural partnership in Aotearoa / New Zealand. We acknowledge the centrality of the teaching and learning relationship, that high quality teaching is the most important influence on education for Māori as well as for learners from all backgrounds, and that incorporating learning contexts where students' language, identity and culture are affirmed together lead to success.

Our role is as kaitiaki, or guardians on behalf of those who have preceded us, and those who will follow us. We are stewards of this place Te Puna Wai O Waipapa and what it stands for, charged with preserving our unique character.

### **Diversity**

Hagley is a vibrant community drawn from diverse ethnic, cultural, educational and socio-economic backgrounds, gender orientation and age. Difference is valued. Students prize being accepted as individuals. We affirm inclusive practice and an atmosphere where everyone belongs.

Hagley is committed to being culturally responsive. We encourage staff, students, families and our wider communities to value and support the richness of culture and experience that the 56 different nationalities enrolled at Hagley bring.

All staff make a strong commitment to our mission, culture and values of trust, respect, integrity and personal responsibility. This person will share our commitment to Māori achieving success as Māori and to our bicultural partnership in Aotearoa / New Zealand as recognised by te tiriti o Waitangi.

### **Professional Development and Review**

Each teacher is expected to set professional goals and participate in the Hagley Community College Professional Growth Cycle. Each kaiako is expected to adhere to “The Code of Professional Responsibility and Standards for the teaching Profession” [see booklet from the Educational Council “Our Code, Our Standards”].

### **Functional Relationships**

The Student Systems Manager has functional relationships with the following:

- Principal
- Senior Leadership Team
- Student Management Systems Senior Administrator
- Enrolment Centre
- Board of Trustees
- Staff
- Students
- Parents, caregivers and whānau
- Community.

### **Leadership Focus**

The Student Systems Manager will manage, operate and develop our student data systems focused on school improvement, particularly linked to using data to promote and support the setting of targets achieve high expectations for all of Hagley’s diverse learners and identified priority groups.

They will work closely with staff across the College, including the senior leadership team, directors, subject leaders and support staff to meet our student data needs. They will have:

- some knowledge and experience of student data systems, preferably in educational settings.
- an effective teaching background, as well a keen interest in data analysis.
- the capacity to plan and conduct data collection, as well as analyse and evaluate data. Familiarity with KAMAR would be an advantage in this role.

They will have the strategic and interpersonal skills to:

- develop and operate efficient, user friendly and flexible student data systems that meet College needs
- work collaboratively and productively with a wide range of staff across the College to ensure that student data systems work effectively
- work strategically and effectively to meet the College's student data needs across the year

The Student Systems Manager will make a strong commitment to our mission, culture and values of trust, respect, integrity and personal responsibility. They will share our commitment to Māori achieving success as Māori and to our bicultural partnership in Aotearoa / New Zealand.

### **Key Outcomes**

The Student Systems Manager will be responsible for the following key outcomes:

1. management, operation and development of Hagley's student data systems, including our student management system, timetabling and facilities use, MOE returns, attendance data, student and caregiver reporting and other student data systems tasks
2. being up to date with current thinking and research into best practice in student data management and analysis, and applying those understandings to improve student data management and analysis across the College
3. collecting and evaluating data in order to:
  - a. inform Hagley's emphasis on achieving high expectations for all its learners and in particular its identified priority groups
  - b. inform the work of all College portfolio areas
4. promoting and presenting collaborative teacher PLD which build teachers' capacities to make effective use of student data systems within the College
5. integrating strategic planning, review and reporting to demonstrate effectiveness within the student data systems portfolio in order to improve the performance of the College
6. ensuring our student data systems are fit for purpose and effectively integrated in Hagley's rebuild programme.

Teaching: two classes in an appropriate learning area.

### **Reporting**

The Student Systems Manager will report regularly to the:

- The Principal and Senior Leadership Team to support and integrate whole College planning, development and implementation;
- Staff to keep them informed about student data management systems. This includes collaborative facilitation of professional learning and development which is responsive to staff ideas and feedback.
- The Board of Trustees on the key outcomes linked to the Student Systems portfolio.