

<b>Student Managers Support</b>	
<b>Responsible to:</b>	Deputy Principal: Student Well-being, Director of Students, Year Advisors, Principal, Board of Trustees
<b>Primary Goal:</b>	Clerical and administration support person for student support team.
<b>Hours/Tenure:</b>	8.00am – 2.30pm Permanent, Monday to Friday – Term Time only

### **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).

## **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.

## **Clerical and Administration Support:**

*(This list should be viewed as a general guide and may be subject to change)*

- Type letters as required by Year Advisors.
- Support line manager with administrative tasks.
- To provide clerical assistance for college events such as orientation, prize givings
- Input student data in KAMAR as requested by members of the student support team
- Assimilation of statistical data on attendance required by Year Advisor's to improve their service to students
- Assist with enrolment days - usually on Front Desk in foyer and as backup for Checking Station
- Assist with Orientation Days

## **Support of Student Managers:**

- Attend Student Support Meetings and take minutes
- Attend Rock On meetings and take minutes; update schedule as per Rock On guidelines, advise/remind Rock On participants of meetings; organise car parking; organise Huis, send out letters etc
- Make appointments using Microsoft Calendar for Year 9-13 Advisors with students and/or caregivers
- Attendance and credit support for Year Advisors
- Input student data into KAMAR as required
- Provide subject and attendance information for classroom teachers on request
- Assist with Parent/Teacher nights
- Assist with new enrolments – attend meetings to take minutes and do any tasks needed
- Attend YA team meetings and take notes/action points
- Support and provide admin support for school events
- Other duties as required by Year Advisors

**Position Specific Skills:**

The appointed person must:

- be a person who likes working with adolescents and adults
- feel comfortable working with many different nationalities
- be able to keep private and personal information regarding students and caregivers confidential
- be able to handle stress in extremely busy times of the year
- have ability to be extremely well organised
- have and use initiative
- carry out tasks in the timeframe required
- be flexible and carry out any tasks as required by Year Advisors

**Job Skills Require:**

- Computer skills of a reasonably high level, position requires lots of data entry and typing
- Have the ability to learn KAMAR quickly and become competent in its use in relation to pastoral care and administration
- Excellent time management.