

Position Description

HAUORA KAIĀWHINA



Our Mission Statement:

Trident High School offers a quality education in a partnership environment where excellence and respect are encouraged.

Position	Hauora Kaiāwhina
Reports To:	HOD Counselling
Responsible To:	Principal, HOD Counselling

This position is fixed term, term time only 10 hours per week

Primary Aim

The Hauora Kōrero has been co-constructed alongside the HOD and AHOD Guidance and Counselling, the school nurse and the Hauora Kaiāwhina. It is a collaborative and dynamic framework to guide appropriate wellbeing conversations. It is not a counselling or therapeutic conversation, however, there may be a mentoring dimension to the mahi.

The model of Te Whare Tapa Wha is used to attend to the four pillars of wellbeing as well as students' sense of cultural connection and belonging. It is a blend of the Headss assessment, the World Health Organization Five Wellbeing Index (WHO-5), mentoring questions and a brief physical wellbeing check. The framework will be reviewed and adapted as needed alongside the HOD and AHOD Guidance and Counselling to ensure it is meeting the wellbeing needs of students.

The Hauora Kaiāwhina will be located in Te Aiōtanga and will be supported by the HOD Guidance and Counselling as a line manager. This working relationship will ensure that the Hauora Kaiāwhina is well supported in the form of regular informal peer supervision/ hui.

Key Competencies

Professional Requirements:

- Confidentiality is maintained in the office area.
- High standard of written and oral communication skills
- Work collaboratively as a member of the Te Aiōtanga team
- Open to learning and master new skills
- Be flexible to cope with the varying demands and changes in the role.
- First Aid Certificate preferred

Interpersonal Skills:

- Friendly and welcoming in all contact with students, staff and community
- Enthusiastic with a 'can -do' attitude
- Committed to the core values of Trident High School
- Proactive in providing support to other staff.

Responsibilities:

Key Tasks	Performance Outcomes
Referrals	<ul style="list-style-type: none">• The Hauora Kaiāwhina will be attending to the aspects of Te Whare Tapa Whā in the Hauora Kōrero. Considering the questions which frame the conversation as well as te taha tinana, te taha hinengaro, te taha whānau, te taha wairua and whenua (cultural connections), the Hauora Kaiāwhina will be able to make appropriate referrals for students to allow for them to access support and maximise their wellbeing and learning at school.• The Hauora Kaiāwhina will work to secure permission from students to make such referrals. However, the Hauora Kaiāwhina will be expected to ensure the safety and levels of risk of students and this will guide the referrals made to HOD and AHOD Guidance and Counselling and school nurse.• The Hauora Kaiāwhina will pass on all concerns to HOD and AHOD Guidance and Counselling should there be a consideration for a referral to an external agency. The Hauora Kaiāwhina will not make direct referrals to external agencies.
Records and reports	<ul style="list-style-type: none">• The Hauora Kaiāwhina will keep appropriate records of Hauora Kōrero of all students. These records will remain confidential to the Hauora Kaiāwhina and the HOD and AHOD Guidance and Counselling.• Such records will be kept securely by the Hauora Kaiāwhina and will remain with the HOD Guidance and Counselling at the end of the contract period.• The Hauora Kaiāwhina will generate a generalized statistical report each term. Aspects of these reports will be shared with the Principal, Deputy Principal (Pastoral), Acting Assistant Principal (Junior), HOD and AHOD Guidance and Counselling and the Year 9 Deans.• The Hauora Kaiāwhina may be invited to share non-identifying statistical data about the cohort at a Hauora Hui (Year 9).• An end of year the Hauora Kaiāwhina will create a report which will collate all data from the year as well as a comment about the trends and experience of the year.

EMPLOYMENT DETAILS

Number of Hours: XXXXXXXXXXXXX. Number of weeks per year: 43 weeks– Annual Leave is taken in the Christmas school holidays. Start date will be negotiated yearly and will be in advance of school opening for tuition.

PERSON SPECIFICATION

1. Have the ability to work in a close-knit team with a common goal.
2. Maintain professionalism in all areas of work.
3. Have a high level of self-motivation coupled with flexibility.
4. Enjoy working with rangatahi Māori.
5. To be a positive role model for students by:
 - Maintaining personal standards of dress and presentation appropriate for a member of the support staff.
 - Observing professional standards of behaviour at all times while at school or on school related activities.
 - Valuing excellence and personal achievement.
 - Demonstrating a commitment to the welfare of others.
 - Commitment to Te Reo Maori.

SPECIAL CONDITIONS:

Education is an ever-changing environment and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This job description will be reviewed annually during the appraisal process and will be varied in the light of the needs of the School to promote improved student outcomes.

Appropriate work habits are used to safeguard the employee from work-related injury or illness (especially Occupational Overuse Syndrome). Concerns are discussed promptly with the Deputy Principal in charge of Health & Safety.

NOTE: The incumbent’s signature indicates that relevant School policy and procedures have been read and accepted.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Hauora Kaiawhina	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Dated
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Principal on behalf of the Board Of Trustees	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Dated