



Villa Maria College
T E W H A R E O M E R I
L E A R N T O P R I Z E W H A T I S O F V A L U E

JOB DESCRIPTION

PASIFIKA WITHIN SCHOOL LEADER

ABOUT THE COLLEGE

We are a Catholic College; the foundation for everything we do is our Catholic faith, which we express through our Mercy charism.

Villa Maria College aims to offer spiritual formation, pastoral care and education in the tradition of Catherine McAuley, and the Sisters of Mercy who founded the College in 1918.

Mission Statement: Empowering each young woman to determine her potential, live Gospel values, confidently embrace life-long learning and as a Mercy woman be inspired to make a difference.

Motto: That you may learn to Prize what is of Value – Ut Probetis Potiora

Mercy Attributes: At the heart of our College are the attributes of Mercy:

- Education that is grounded in the Gospel
- Respect for the dignity, worth and potential of every human being
- Concern for the poor and the disadvantaged
- Concern for justice

RELATIONSHIP

- Senior Leadership Team with Oversight – delegated authority and accountability
- Pasifika Parents – communications and visibility
- Pasifika Connect Parents' Group – consultation for cultural protocol and traditional links
- Pasifika student leadership – mentoring and leadership development
- Pasifika students – academic support, mentoring and leadership development
- Cultural Director – communications home, events promotion, and admin support
- College Heads of Houses and Heads of Faculty – communications: support parent relationship
- Deputy Principal: Curriculum – academic tracking and progress
- SENCO

RESPONSIBILITIES AND DUTIES

KEY TASK	PERFORMANCE INDICATORS
Coordination of Pasifika Connect Parents' Group of Matua	<ul style="list-style-type: none"> consultation and networking on the planning, provision and promotion of Pasifika programmes, initiatives, events, and activities within and for the College.

KEY AREAS	PERFORMANCE INDICATORS
Coordination of Pasifika Communication	<ul style="list-style-type: none"> All Pasifika events and activities e.g., College fono, celebrations and upcoming events. <p>Focus:</p> <ul style="list-style-type: none"> To provide timely, regular, transparent, and widely distributed communications via appropriate platforms to: <ul style="list-style-type: none"> Pasifika students Pasifika families Staff Wider community

KEY AREAS	PERFORMANCE INDICATORS
Pasifika Visibility	<p>Focus:</p> <p>To promote, advocate for and lift our Pasifika profile; working to embed understanding and practice of Pasifika culture, language and identity through whole school celebration and participation in Pasifika language weeks, cultural events and/or activities. Areas identified for increased Pasifika visibility</p> <p>In-house – College:</p> <ul style="list-style-type: none"> Teams' notices – calendar of fono, language weeks, cultural events etc. Updates and images of Pasifika events, language week themes and significance. Whole school email system – used to send Pasifika notices Pasifika displays and symbols in common areas and in classrooms Communications home to Pasifika parents and community eg Translations into various Pasifika languages College magazine Advertise all SPACPAC events for the year Organise and advertise outside provider opportunities-fill in EOTC documentation and accompany students Holiday programme and career support-events promotion

KEY AREAS	PERFORMANCE INDICATORS
Pasifika Event Management	<p>Polyfest:</p> <ul style="list-style-type: none"> • Appointment of tutors and support team • Collaborative designing, ordering and support fund raising for puleyasi • Rehearsals – supervision and management of girls • Fiafia night – planning and coordination of evening with students, families, and staff • Liaise with SPACPAC re registration, advertising, code of conduct etc <p>Fono:</p> <ul style="list-style-type: none"> • Set dates and times • Agenda • Facilitation • Fono preparations – notices, agenda in consultation with SLT, staff and parents/caregivers • Fono programme – presenting information to parents, fielding questions, minute-taking <p>Food:</p> <ul style="list-style-type: none"> • Preparation, service, and clean-up <p>Feedback:</p> <ul style="list-style-type: none"> • Action plan arising from meeting • Aiga Sessions • Showcase • Cultural day – Coordination and facilitation of Pasifika activity for Junior students. • Pasifika language week/s with focus weeks on Samoan, Tongan, Fiji, Cook Island, Tuvalu - changes to reflect student population year to year. • Invitational events eg. St Bedes feast day, UC Fiafia night etc

KEY AREAS	PERFORMANCE INDICATORS
Pasifika Student Wellbeing	<p>Day to day care and support of:</p> <ul style="list-style-type: none"> • of Pasifika student leadership team • of all Pasifka students – includes Pasifika students who are not actively involved in cultural events etc. • student academic support – facilitate homework club for added academic support. • Pasifika Academic Tracking

KEY AREAS	PERFORMANCE INDICATORS
Pasifika Community Partnerships	<p>Point of contact for new Pasifika families:</p> <ul style="list-style-type: none"> • Attend relevant 'Welcome to Villa' events and introduce self, role, and responsibility for all new families to Villa • Provision of literature or resources for families to take home with relevant Pasifika information and notices

KEY AREAS	PERFORMANCE INDICATORS
Family Fono - Facilitation	<ul style="list-style-type: none"> ▪ Welcome and introduction of new Pasifika families ▪ Explore ways to strengthen partnership with Pasifika families and community to increase better support student's aspirations and success. ▪ Facilitating conversations, consultation and communications with parents and families. • EOY Fiafia Evening and farewell for Leavers

KEY AREAS	PERFORMANCE INDICATORS
Facilitate communications: Ensure Pasifika parents/families are aware of important information, and school systems related to academic success and well-being of Pasifika students	<ul style="list-style-type: none"> • Pasifika Studies – curriculum and delivery, Polyfest credits management and moderation • NCEA information evening – presentation and resources in various Pasifika languages for students and families to better understand and participate in • Ongoing student tracking and progress • Career path and transition planning

KEY AREAS	PERFORMANCE INDICATORS
Additional roles/responsibilities	<ul style="list-style-type: none"> • Academic Tracking and support of At-Risk Pasifika students

HEALTH AND SAFETY

All employees including full-time, part-time, casual and contractors have a role in health and safety at Villa Maria College.

Responsibilities of employees include but are not restricted to:

- Taking care for their own health and safety and that of other people who may be affected including avoiding practical jokes that could harm people and not taking short-cuts which could reduce safety.
- Following workplace safety policies and procedures including reporting incidents, near miss incidents and potential hazards.
- Maintain First Aid training.
- Using protective equipment supplied by the employer.
- Not recklessly interfering or misusing safety devices or controls.