SchoolTalk Lead Profile

A SchoolTalk Lead oversees the running of the SchoolTalk app to ensure it is effectively implemented, utilised and maintained.

The SchoolTalk Lead is an innovative change maker, who is consistently attempting to make learning better for all learners and teachers in new ways. They have a strong understanding of assessment for learning, and use this knowledge to design learning that is differentiated and accessible to meet each learner's needs. They are interested in a design for learning, classroom management and an environment that supports student agency.

Key Responsibilities of the Role:
- Address SchoolTalk technical issues that relate to the Admin Portal to ensure the seamless running of the app within the school for all users.
  - Overseeing user invitations and logins
  - Set up and release school reports in accordance with school timelines.
- Communicate & regularly update Leadership Team (AP/DP and Principal) on the current state and next steps of implementing SchoolTalk within the school.
- Provide SchoolTalk PLD that aligns with the school's strategic direction to support the uptake and growth of teachers' use of the app.
- Oversee a small team of 'SchoolTalk super users/enthusiasts' to enable effective use of SchoolTalk to be modelled in the school.
- Create resources and procedures to support the embedding and running of SchoolTalk.
- If a school chooses to take part in any project (including grant funded) the SchoolTalk Lead will be the key lead on behalf of their school

SchoolTalk Sponsor Profile

A SchoolTalk Sponsor sits within the senior leadership team and advocates for SchoolTalk and the pedagogy that underpins it. The SchoolTalk Sponsor will be someone who drives the home-school partnership for the school. They also review and analyse schoolwide data to inform the strategic plan.

The SchoolTalk Sponsor supports the SchoolTalk Lead and shares agreed messaging with the SLT, the board, parent and whānau community and teachers. They prioritise release time for the SchoolTalk Lead and other participants. They ensure that the SchoolTalk implementation programme is prioritised by the Leadership Team when strategic decisions are made regarding resourcing.

Key responsibilities of the Role:
- A key liaise with the external SchoolTalk Team
- Provides updates to the SLT, board and teacher community
- Works with the SchoolTalk Lead to connect the implementation to other documentation such as the school strategic plan
- Works with the principal to coordinate and enable release time for the SchoolTalk Lead and pilot teachers
- Supports the SchoolTalk Lead in running internal PLD for staff
- Provides leadership development mentoring and coaching for the SchoolTalk Lead and a sounding board in the event of barriers and objections
- Provides leadership support in the event that parents and whānau have challenging inquiries or require assistance to access and utilise SchoolTalk from home

SchoolTalk Pilot Teacher Profile

A SchoolTalk Pilot teacher is one of the first users of SchoolTalk and engages in trialling and critically reflecting on the tool. They will be sharing reflections and thoughts openly so that a solutions focused inquiry process can be adopted.

A Pilot teacher is someone who is interested in growing their leadership skills to create change. They are confident in using technology in the classroom and like to rise to the challenge of learning a new tool. Their growth mindset allows them to be reflective and confident in trialling SchoolTalk in their daily practice and sharing their learnings with others.

They are a teacher, who has a desire to find more efficient ways of working and advocates for them. They have a strong understanding of assessment for learning, and use this knowledge to design learning that is differentiated and accessible to meet each learner's needs. They are interested in a design for learning, classroom management and an environment that supports student agency.

Key Responsibilities of the Role:
- Collaborates with other Pilot teachers and the SchoolTalk Lead
- Communicates & regularly updates the SchoolTalk Lead on the current state of implementing SchoolTalk within their class/team
- Is willing to adapt their current way of working to trial SchoolTalk
- Mentors and supports a small team of teachers to enable effective use of SchoolTalk
- Supports the SchoolTalk Lead in creating resources and procedures to support the embedding and running of SchoolTalk.
- Is open to connecting with the wider SchoolTalk community
- Is open to taking part in any project (including grant funded) that the school is involved in

Suggested release

<u>SchoolTalk Lead</u>
Standard tasks
Please note that some of these tasks will be implemented alongside a facilitator through PLD funding
- the initial set-up
- time to liaise with the leadership team
- time to prepare for regular PLD sessions
- networking with other ST users from different schools
- reviewing progress/programme
- one-on-one sessions (coaching)
- preparing and journaling small group catch-ups (possibly with each of the year-levels)
- technical side (updating users, troubleshooting, liaising with tech support at Te Kete Hono)
- Preparing the staff for reporting (comms, timeline, team reps)
- Creating resources for ST - e.g. induction site for staff
- Liaising with external SchoolTalk Facilitator
- Onboarding new staff

Additional tasks:
- Inputting new local curriculum
- Editing/refining progressions
- Uploading resources to progressions

Option 1:
1-2 units **and** ½ or 1 day release per week for standard tasks
Additional tasks would need block periods of release

Option 2:
½ or 1 day release per week for standard tasks **or** 1-2 units
Additional tasks would need block periods of release

Option 3: Embedded in the school
½ or 1 day release per week for standard tasks **or** 1-2 units
Additional tasks would need block periods of release