



Bay of Plenty and Lakes District

Health Promoting Schools

Kia Piki Ake te Kete Hauora

Leader Role Description

Role:	Health Promoting Schools Leader
Report to:	Board of Trustees and Principal
Liaise with:	Board of Trustees and Principal, senior management team, Health Promoting Schools Advisor Health Promoting Schools Working Group, school teaching and support staff

Health Promoting Schools

HPS Inquiry Cycle

Working as a HPS is not a project or a programme, it is a process of continuous improvement. It is an on-going and reflective process where new knowledge constantly informs and refines the inquiry cycle. It is designed as a model that school communities can use in planning to meet identified needs in the school community.

The HPS inquiry cycle supports the school community to collectively identify and prioritise the greatest health need(s) that are hindering members of the school community in the achievement of outcomes. Strengths and resources from the whole school community are used to develop and implement solutions to meet the prioritised need(s) by considering the five 'Essential Elements of HPS'. The inquiry process is monitored and reviewed to inform on-going and future actions.

Essential Elements of HPS

These elements should be considered in all stages in the HPS inquiry cycle as they enable a multi-level approach to be taken within HPS:

- school community policies
- the physical, social and cultural environment
- individual and school community knowledge, skills, attitudes and behaviours
- family/whānau and school community links
- health, education and social services context.

Position Purpose

Key to the successful development of HPS is the appointment of a committed HPS Leader. This person should be influential within the school e.g. a member of the management team or someone with leadership responsibilities.

The role of the HPS Leader is to initiate the early stages of HPS, ensure full commitment of the Board of Trustees and principal for all stages of the process and to provide leadership for the HPS Working Group.



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Leader Role Description

The HPS Working Group drives HPS. They make things happen; ensuring that the initiatives delivered reflect the needs of staff, students and wider school community, generating excitement and participation and ensuring that the action plan is sustained over time. The HPS Working Group is responsible for the overall co-ordination for HPS.

The HPS Leader will:

- Recruit to, and provide leadership for, the HPS Working Group
- Develop a shared vision with the HPS Working Group
- Ensure the HPS Working Group completes allocated tasks and regular meetings occur
- Ensure HPS accreditation criteria is met and oversee gathering of evidence for the portfolio
- Be the key liaison between the HPS Working Group, principal, Board of Trustees and HPS Advisor
- Ensure the principal and Board of Trustees are kept up to date with progress of HPS through a formal mechanism
- Provide regular updates on HPS for the whole school community
- Attend relevant Health Promoting Schools training and workshops.

Time Allocation

The time to undertake this role will vary between schools. It will depend on the current systems and processes in place and the size of the school, however it is recommended that the HPS Leader is allocated some release time to undertake this commitment.