



Information sheet:

School-Wide team roles

Your PB4L School-Wide team plans and monitors your school's progress. They will be trained in the content and processes of School-Wide and will guide and support your school's decision-making, consultation, communication and implementation.

School coach

A key role within the team is that of the school coach. This is the first role that needs to be filled as this person will liaise with the Ministry's School-Wide Practitioner and will be a member of the cluster of School-Wide Network of school coaches who will meet monthly. The coach needs to be someone with energy, enthusiasm and mana in your school. They will need to be able to work with the staff with authority and credibility, be solutions focused and have an optimistic attitude.

Team make-up

Your School-Wide team should contain 5-10 people (depending on the size of your school). Ideally it will include representatives of parents, students and the community (whenever possible). It should be representative of the school and typically include the following:

- principal
- senior management (eg heads of departments)
- year level representation
- staff employed by the school with behaviour expertise or experience
- parent/Board of Trustees representatives
- staff with skill in data input and analysis
- teaching and non-teaching staff with enthusiasm for School-Wide
- secondary schools may include one or two students or have a student group they work with

Team roles

Typical team roles are:

- Team Leader/Chair
- Recorder/Secretary
- Coach
- Database Manager
- Communication Co-ordinator
- Time keeper/task master
- Researcher
- Sub-committees as needed.

The team leader sets meeting dates; chairs meetings, ensures that goals and time frames for implementation are adhered to and that the team works to a carefully monitored action plan.

The coach offers tools and information to assist with team activities, including self-assessment, ensures a distribution of roles and responsibilities, and checks that the team is using data for decision-making. They are also the key liaison/contact between the School-Wide Practitioner and the school.

Meeting frequency

The entire School-Wide team should convene regularly to coordinate efforts. The team should also update and involve the entire school staff. It is crucial to take the time to develop the programme in this way, as it greatly increases the likelihood of getting staff buy-in to the programme from the beginning of the process. Plan to hold monthly School-Wide team meetings to sustain the programme.