



Hukarere Girls' College



JOB DESCRIPTION

Curriculum Leader of ENGLISH

Principal Sign: _____ Date: / /



JOB DESCRIPTION

NAME:

PRIMARY RESPONSIBILITIES: Curriculum Leader of English

TEACHING RESPONSIBILITIES: English

OTHER RESPONSIBILITIES: To be Negotiated

As a member of the teaching staff at Hukarere Girls' College:

- ❖ Operate within legal requirements, the School Charter and Policies.
- ❖ Be responsible for the welfare and education of students in classes assigned by the Principal and for any other duties delegated by the Principal.
- ❖ Deliver the prescribed curriculum, delivering units of work from a scheme of work set out in the agreed format.
- ❖ Teach and manage the classes so all students learn (differentiated learning). assess regularly and analyse the data to inform your teaching and planning.
- ❖ Be punctual to class and remain with the class unless an emergency arises.
- ❖ Maintain a professional working environment.
- ❖ Adhere to the staff code of conduct.
- ❖ Attend staff meetings.
- ❖ Write reports and attend parent interviews.
- ❖ Undertake appropriate professional development to keep up to date with teaching and management.
- ❖ Attend and support Special Character events/ occasions e.g. Designated Chapel Services, Annual House Kapa Haka, Prizegiving, Gala

SKILLS

- ❖ Know and be accountable for adhering to school policies and procedures.
- ❖ Be fully familiar with the requirements of the National Education Guidelines.
- ❖ Be fully familiar of the requirements & policies/ procedures of the English National Certificate of Educational Achievement programmes.
- ❖ Show respect for and involvement in the special character of the school.
- ❖ Be involved in the whānau and pastoral care system.
- ❖ Contribute to the development of school policy and participate in reviews of school systems.
- ❖ Carry out supervision duties at morning, interval and lunch time.
- ❖ Undertake a fair and reasonable share of staff relief classes, extra-curricular activities.
- ❖ Monitor and ensure the correct wearing of school uniform, the adherence of discipline and all policies of the school.
- ❖ To be available for tuition / activities on staff negotiated days.
- ❖ Be appraised against registered teacher criteria.
- ❖ Adhere to the PPTA Secondary Teachers Collective Agreement or complete and sign an agreed individual Employment Contract.



WHĀNAU

Provide leadership and pastoral care in this area, especially with new students. Assist, and support students in:

- ❖ Gala Day.
- ❖ House Kapahaka.
- ❖ Parent / Teacher Hui.
- ❖ Prize Giving.
- ❖ Recycling / Sustainability Programme.
- ❖ Pōhiri / Hui.
- ❖ Special Anglican Church Services & Activities.
- ❖ Tasks Negotiated by the Principal.

COLLEGIAL RESPONSIBILITY

To actively promote the Special Character of the school:

- ❖ Mana Wairua, Mana Māori, Mana Wahine, Mana Mātauranga and Noho Ngātahi

CURRICULUM LEADER: ENGLISH

Special responsibilities:

- ❖ Develop a Hukarere Girls' College English Curriculum Document based on the requirements as indicated in the NZC (English Curriculum) or follow the agreed format and monitor curriculum delivery within the department.
- ❖ Write an annual report to the Principal, to include evaluation of policies, procedures, learning outcomes of unit taught, departmental goals and professional development requirements for the following year.
- ❖ Provide students with information on course content, course completion requirements and assessment.
- ❖ Monitor and keep records of diagnostic, formative and summative assessments.
- ❖ Complete student evaluation and self-evaluation as outlined in Appraisal Procedures.
- ❖ Keep quality, informative work plans.
- ❖ Write reports on progress and department and report to the BOT.
- ❖ Submit new course proposals when appropriate.
- ❖ Advise Senior Management of entry requirements to senior courses and contribute to senior handbook.
- ❖ Assess prior learning, consult with Dean on students who are identified as being gifted and talented.
- ❖ Include a careers unit for every Year group.
- ❖ Present annually to the Finance Executive Officer a classrooms materials budget textbooks request, subject fee and capital expenditure requests if required.
- ❖ Be responsible for expenditure of classroom materials funds.
- ❖ Ensure the development and maintenance of resources.
- ❖ Plan department's professional development for each year.
- ❖ Provide guidance for other staff in the department with weekly meetings.



- ❖ Be appraised against the Performance Management Standards.
- ❖ Advise Deputy Principal of failures to meet course completion requirements.

WORK COMMITMENT

Curriculum: It is expected that you will:

- ❖ Familiarise yourself with the NZ curriculum and your subject essence statement and achievement objectives within your subject/s.
- ❖ Keep updated in areas of assessment, standards, NCEA, moderation.
- ❖ Be up-to-date and familiar with all aspects and possible changes envisaged within Department.
- ❖ Be up-to-date and familiar with all aspects of NCEA.
- ❖ Have a knowledge and awareness of the NZ curriculum, and other aspects of Education for the 21st century – Secondary Literacy Project, Ka Hikitia, Restorative Justice.
- ❖ Attend regional curriculum hui where possible and relevant.
- ❖ Provide homework for all students in your subject each day.
- ❖ Ensure that there is class work for any student who is unable to attend school due to illness, suspension or family circumstances.

Classroom Management: It is expected that you will have:

- ❖ A course outline of the years' work available at the beginning of the academic year.
- ❖ A list of the assessments due and their credit worth for each student.
- ❖ Evidence of set and assessed homework and class work as feedback and feed forward.
- ❖ Second/best practice in terms of student behaviour, management and relationships.
- ❖ Formally reported and followed procedure regarding any student behaviour that is deemed unacceptable. Ensure that serious or recurring incidents are noted on EDGE.
- ❖ Use school wide PD in your classroom practice.

Other Responsibilities: It is expected that as a Unit Holder you will:

Resource Management:

- ❖ Effectively and efficiently use available resources, including financial resources and assets, within delegated authorities, to support learning outcomes for students.

Staff and Student Management:

- ❖ Represent and communicate effectively, to a range of audiences, the goals and tasks of the department.
- ❖ Participate in and where appropriate contribute to the school's performance management system.
- ❖ Provide effective advice and guidance to other members of the staff.
- ❖ Monitor teacher/student relationships and provide advice and support when required.
- ❖ Communicate effectively with students and staff.

Professional Leadership:



- ❖ Understand the aims of and display competence in the area of responsibility.
- ❖ Provide professional leadership to staff within the delegated areas of responsibility.
- ❖ Make constructive contributions, where applicable to the management of the school.
- ❖ Demonstrate a high level of awareness of educational developments and changes, particularly in the areas of responsibility.
- ❖ Undertake professional development to enhance individual expertise in areas of management, administration and education.
- ❖ Identify and act on opportunities for improving teaching and learning.
- ❖ Ensure that procedures for making decisions in the area of responsibility are consistent with national guideline and with school policies.
- ❖ Ensure that changing cultural and social factors affecting the school's community are reflected in the policies and programmes of the delegated areas of responsibility.
- ❖ Foster positive relationships between the school and all sectors of the community.

- ❖ Undertake Appraisals for teaching staff in the department.

Sign: _____

Curriculum Leader English

Date: _____

Sign: _____

Principal

Date: _____

Review Date: _____