Tikipunga High School

Job Description

Job Title	Leader of Learning
Department	Humanities: English and Social Studies Areas of Learning
Reports to	Deputy Principal

Type of position:	Hours per Week:	Salary Range
Permanent	Full time	As assessed by the Ministry of Education + 2MUs and 1MMA

General Description of the job

The post holder leads, manages and co-ordinates the planning, implementation and evaluation of the curriculum and pedagogy required to ensure the effective teaching and learning of tamariki in their curriculum area. It is expected that the post holder will uphold our school values of Ako, Manaakitanga, Pono, Tikanga and Whanaungatanga. The post holder will also be required to meet the code of professional responsibility and the standards for the teaching profession. The four areas of this post are Leading Teaching & Learning, Leading Evaluation, Leading Operational Kaupapa and Support.

Main Duties of the post

Leading Teaching & Learning

1	Using data to track and improve student progress and achievement.
2	Lead the design and planning of learning programmes that best meets learners' needs.
3	Pedagogy: developing and embedding teaching as inquiry.
4	Pedagogy: classroom teaching practice.
5	Leading change to improve student achievement.
6	Developing digital fluency in both students and teachers working in the learning area.
7	Organise/oversee assessments at all levels – NCEA/Middle School.
8	Observations of staff.
9	Ensure quality programmes are in place to support our learners.
10	Course planning and collaboration with the department.
11	Annual reporting to BOT.
12	Lead departmental pedagogy.

Leading Evaluation	
1	Observe teachers and provide leadership on pedagogy.
2	Ensure quality programmes are in place to support our learners.
3	Ensure department and staff are operating to their full capacity creating a quality learning environment.
4	Evaluation of courses.
5	Evaluate teaching and learning programmes.
6	Annual reporting to BOT.
7	Department observations appraisal.
8	Observe teachers and provide leadership on pedagogy.
Leading Operational Kaupapa	
1	Recording of assessment/evaluation data.
2	Attend LOL and other specified hui.
3	Oversee the budget.
4	Keep department members informed about details from LOL hui.
5	Run minuted meetings and pass on information.
6	Overseeing and managing MODERATION FILES.
7	Managing resources and spaces/ordering/storing/stocktake/equipment maintenance.
8	Providing a stable, safe and orderly school environment in the learning area.
Leading Support	
1	Leading change to improve student achievement by leading the learning of the learning area teachers.
2	Working collaboratively with other learning leaders.
3	The learning leader as a culturally responsive practitioner
4	Induction and educative mentoring of provisionally registered teachers.
5	Model school values.
6	Support the classes/students.
7	Support personalities with their teacher wellbeing.
8	Provide support – practical or emotional.

KEY COMPETENCIES REQUIRED	
1	In depth understanding of the NZC
2	In depth understanding of the culturally responsive pedagogy
3	Ability to analyse student data to inform practice
4	Leadership skills
5	Works well with others
6	Experienced pedagogically sound and culturally responsive teacher
7	In depth understanding of assessment for learning

PERSON SPECIFICATION		
Qualifications	**Essential**	**Desirable**
Educated to degree level	Degree in teaching	Experience teaching NCEA English and/or Social Sciences
Skills		
Must have above excellent writing and presentation skills	Must be highly competent in writing reports and communicate effectively with the various members and groups within the school community and the various agencies and organisations the school deals with	Competence in the use of KAMAR
Knowledge		
	An understanding of Tikanga Maori	
	Ability to motivate and empower students and adults	
	Collaborative approach to work with the school and community	Proven ability to work with school community
Experience	A minimum of 3 years working in a school with secondary school students	A minimum of 5 years working in a school with secondary school students

ACKNOWLEDGEMENT	
This job description has been designed to indicate the general nature and level of work performed by employees within this post. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role. These may therefore be subject to future amendments following appropriate consultation.	
APPROVED BY	*Title*
REVIEWED BY	*Title*
DATE	
DATE HIRED	