HILLCREST
HIGH SCHOOL
Te Kura Tuarua o Tihipuke

Principal: **Christine Williams, BA Arts, Dip.Tchg, P Grad Dip Education**
Phone: 07 857 0297
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Hillcrest, Hamilton 3251
New Zealand

www.hillcrest-high.school.nz

Head of Department (HOD) – Physical Assistance Centre (PAC)

Job Description

Position held	HOD Physical Assistance Centre (PAC)
Responsible to	Principal
Directly Supervising	All PAC teachers, teacher aides, resource teachers and overseeing contracted therapists
Functional Relationships with	All staff, outside agencies, therapists, parents/caregivers

Purpose of the Position

To maintain a vibrant and well-resourced Physical Assistance Centre where ākonga and Kaiako flourish

HOD Responsibilities

- Establish and monitor a yearly budget
- Ensure assessment practices are relevant and reflect NZQA guidelines
- Teaching spaces, resource areas and offices should be tidy, well maintained and functional. Issues with damage, equipment, furniture and fittings, cleanliness or health and safety should be documented on the Hazards and Maintenance icon on your school laptop
- Ensure relevant policies are reviewed and current
- Ensure teaching programmes are current and meet Ministry requirements
- Ensure department reviews are completed by the end of the year
- Ensure that student progress is analysed and presented to the Principal with Department reviews during the established timelines
- Ensure the safety and wellbeing of themselves, other and students at all times
- Ensure effective communication occurs with staff within the Department
- Maintain an interest in the general well-being of personnel within the Department
- Appraise teachers/teacher aides within the Department
- Assist the Principal in Department staff appointments
- Identify staff Professional Learning needs and advise on access to opportunities
- Is available and accessible to staff within reasonable limits
- Demonstrate a high level of understanding of professional issues
- Liaise with Department staff in the allocation of classes and timetable.

Specific Responsibilities to HOD PAC

- Set up student timetables
- Organise twice yearly IEPs for all ORS funded students.
- Organise manual handling training via Therapy Team.
- Organise daily timetables for staff
- Be involved with personal care of ORS funded students
- To be involved in the manual handling of PAC students.
- Have a first aid certificate
- Maintain a current Practising Teacher Registration Certificate
- Inform mainstream teachers about specialised needs of PAC students
- Facilitate transition of new students arriving in the PAC
- Facilitate transition of students leaving school liaise with the appropriate agencies

General Responsibilities

- Fully participate in the School's Professional Growth Cycle
- Maintain a high level of Professional Learning including current pedagogy and curriculum practice.
- Support and implement the goals and objectives of the Annual Implementation Plan
- Support the Principal and Board of Trustees in maintaining school policies and procedures
- Willingly undertake relevant tasks while maintaining a high degree of professionalism
- Attend meetings, assemblies and duty as required
- Take timetabled classes in the PAC as required each year
- Follow school behaviour systems
- Deal with students in a fair and consistent manner
- Assist staff with student pastoral care (discipline issues).
- Establish specific behaviour management strategies

Declaration:

Approved by:	
Date approved:	
Reviewed:	
Appointee:	
Date appointed:	