JOB DESCRIPTION

POSITION:	HOD ESOL
RESPONSIBIITY LEVEL:	2MU
TERM OF APPOINTMENT:	Permanent
RESPONSIBLE TO:	Headmaster
FUNCTIONAL RELATONSHIPS:	Associate Headmaster Academic ESOL Teachers Support Staff

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Pre-eminence in boys' Secondary education, is at the heart of Auckland Grammar's vision. To support the achievement of this vision, it is fundamental that all people employed at Auckland Grammar uphold and promote the integral values of Auckland Grammar; Integrity, Excellence, Respect, Courage, Pride, Commitment and Humility.

Alongside these values, every member of staff has a key role to play in achieving excellence. This document outlines the key objectives, tasks, and competencies that are relevant to your role at Auckland Grammar School.

Summary of Position:
The Head of ESOL is a middle management position responsible for the leadership and management of the ESOL Department. Its key focus is on the provision of quality teaching and learning within the ESOL Department, while supporting 'The Grammar Way'.

Key Objectives:

1. **Curriculum Development**
   To ensure the quality of learning for students through assisting teachers to set goals and develop and evaluate teaching programmes in line with national guidelines and school policies.

2. **Leadership**
   To manage and professionally lead the Department, implement policies and programmes, motivate, direct and supervise all staff members – teaching and support staff.

3. Personnel

To ensure that all members of the Department perform to the best of their ability, arranging for advice, help and training where necessary. The aim is to achieve job satisfaction for all staff.

4. **Student Achievement**
To ensure that there are arrangements to check and monitor student achievement and progress through accurate recording of performance and feedback to students and parents.

5. **Financial Management**
To be responsible for the day to day management of the Departmental budget in accordance with school policies.

6. **Administration**
To direct the day to day operations of the Department within the policies, procedures and guidelines laid down by the Auckland Grammar School Board and the Headmaster.

7. **Teaching**
To show professional leadership in curriculum development, classroom teaching and management across a range of classes.

Key Tasks:

1. Curriculum Development:

- To state in writing the aims and objectives of each subject for each year.
- To ensure that Departmental staff have schemes of work for all groups.
- To ensure that Department policies reflect the school policy and that the Headmaster is kept informed about department plans.
- To ensure that departmental programmes fulfil national curriculum requirements.
- To keep abreast of proposed curriculum and qualification changes, and respond where appropriate.
- To belong to subject professional organisation.

2. Leadership:

- To lead the Department by example.

- To motivate Department members to achieve their potential and in turn encourage students in their care to reach their academic potential in the subject.
- To set annual Departmental objectives that align with the School's strategic plan, for the Department in consultation with the Headmaster and Director Studies.
- To communicate the objective to all Department members and to monitor progress against the objectives.
- To provide a written report to the Headmaster and Associate Headmaster Academic regarding achievement of Departmental objectives.
- To delegate duties within the Department and regularly communicate with management unit holders.

3. Personnel:

- To notify vacancies, shortlist prospective teaching and non-teaching staff and make recommendations to the Headmaster.
- To supervise the performance appraisal of all staff delegating as necessary, following up on the outcomes of teacher appraisal, overseeing the professional development of teachers.
- To deploy staff in conjunction with the Chief Timetabler and Headmaster, bearing in mind staff members strengths and preferences – achieving a balance of classes for each teacher is essential.
- To conduct regular and informative staff meetings.
- To develop and maintain a roster of duties for full-time and part-time staff.
- To develop a personnel plan relating to the future needs of the Department.
- To contribute to the school's general policy-making and management.

4. Student Achievement:

- To undertake an annual analysis of Departmental results (according to the prescribed template) and meet with the Headmaster and Associate Headmaster - Academic to present/discuss the Annual Report.
- To ensure that the Department is meeting the necessary standards of teaching and learning.
- To ensure that appropriate work is set and marked by all members of the Department, in a timely fashion.
- To liaise with the pastoral team over areas of mutual concern.
- To make records and reports on student progress/achievement accessible to all staff
  as required.

- To aim to consistently improve standards of teaching and learning within the Department.

5. Financial Management:

- To supervise the development of the annual Departmental budget in line with School policy.
- To implement the School's financial policies and procedures for the daily financial management by supervising:
  a) Sound bookkeeping practices
  b) Preparing regular statements of expenditure and income
  c) Administering the Department's funds according to the approved budget and financial policies and priorities.
  d) Communicating regularly with members of the Finance Department.

6. Administration:

- To maintain accurate records and other necessary details.
- To ensure regular maintenance of resources/equipment.
- To maintain accurate records of resources/fixed assets.
- To ensure that all activities of staff and students are conducted safely according to the School's Health & Safety policies.

7. Teaching:

- To teach the required number of periods as expected by the Headmaster.
- To meet or exceed the professional standards for an experienced teacher and management unit holder.
- To teach a range of levels and abilities.
- To establish effective relations with students based on mutual respect.
- To recognise the individuality of every student.
- To ensure an orderly, effective and challenging environment.

8. Health & Safety

- To be aware of any potential hazards or risks to safety and work to ensure the safety of yourself and others at all times.
- Ensure the workplace is maintained in a manner that is healthy and safe to work in, and for students/parents/visitors you are working with.
- Maintain awareness and understanding of the School's Health and Safety Policy and comply with the policy.



- To ensure that all activities of staff and students are conducted safely and according to the School's Health and Safety policies

9. General:

- To participate in educational activities outside the classroom.
- To take responsibility for other duties as may be delegated by the Headmaster from time to time.

Date: _____

Signed by: _____
Deputy Headmaster - HR

Signed by: _____
HOD ESOL