Taita College

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Tītiro Whakarunga Ki Ngā Puke

Taita College Job Description
Head of Department (HOD) / Teacher in Charge (TIC)

POSITION TITLE:	Head of Department
SUBJECT:	English
ENTITLEMENT:	To be completed on offer Permanent position The HOD is supported by a designated member of the Senior Leadership Team.
RESPONSIBLE TO:	Principal, via the designated member of the Senior Leadership Team
STAFF RESPONSIBLE FOR:	Approximately three staff
TIME:	You are required to fulfil the expectations and duties of this role which may fall outside of the 8.30am - 4.30pm timeframe.

PRIMARY OBJECTIVES:

1. Encourage an expansive view of teaching methodology that encourages staff to create a modern and dynamic approach to the English Department.
2. Be an integral part of the HOD teaching and learning team.
3. Contribute to developing the school's Curriculum, which guides all staff at Taita College.
4. Liaise with students, parents, whānau and the school's wider community to promote the interests of and student success in English. Encourage and sustain a team approach to curriculum development and curriculum
   responsibilities. Build leadership capacity within the English Department.
5. Maintain efficient and effective procedures consistent with the agreed philosophy, policies and structures of Taita College. These procedures are concerned with the following:

    a. The quality of teaching and learning
    b. Curriculum and assessment management
    c. Personnel management.
    d. Financial management
    e. Resource management

6. Plan and monitor the achievement of English goals derived from the school's annual goals, which are specific and measurable for the year.
7. Follow all NZQA expectations and link with the Principal's Nominee to ensure best practices around assessment, moderation, marking and processes are followed.

RESPONSIBILITIES:
The HOD works with the English team to deliver the following:

A. THE QUALITY OF TEACHING AND LEARNING

- Take part in and help to sustain a culture of continuous improvement in teaching and learning.
- Promote excellence in teaching, ensuring that this is a crucial ongoing focus of learning area processes.
- Plan and deliver professional development to develop and refine teaching strategies used by staff.
- Participate in and model restorative practices in building professional relationships with staff and students.
- Follow school processes of classroom management to support staff and students in your department.

B. CURRICULUM AND ASSESSMENT MANAGEMENT

- Ensure that the New Zealand Curriculum and accompanying documents underpin all courses and learning outcomes.
- Contribute to the development of the School's Curriculum.
- Maintain an open and outwardly focused course offering that links, where possible, with the business and tertiary education worlds and promotes the subjects taught within the Learning Area as modern and relevant courses that are attractive to students.
- Ensure that the foundational junior curriculum from Yr 9 to Yr 10 is taught to a high standard within the school and that it promotes student interest in the specialist senior courses at Yr 11, 12 and Yr 13.
- Ensure that there is a strong focus on opportunities for students to show excellence.
- Compile, update, evaluate and review the relevant management documents by the end of February each year.
- Complete an annual report for the Principal and Board of Trustees, based on a shared template that includes data analysis and accompanying commentary on all courses.
- Ensure all courses follow the school's assessment policies and procedures at all levels, including moderation.
- Present to the Board of Trustees as part of the cycle of Learning Area presentations

PERSONNEL MANAGEMENT

- Oversee 3 English teachers
- Contribute to an effective support programme for any Provisionally Certified Teachers involved in the English Department.
- Hold regular English and subject-specific meetings with agenda and minutes recorded.
- Monitor classroom tone by establishing clear expectations of classroom behaviour.
- Implement reflective teaching practices to ensure that the teaching is engaging and effective as possible.
- Implement an effective and fair system for delegation of responsibilities within the English Department, being mindful of the need to develop teachers' experience for professional advancement.
- Lead professional learning, staff development and appraisal for the Learning Area, based on the Professional Growth Cycle.

C. FINANCIAL MANAGEMENT

- Keep well-maintained and accurate financial records.
- Maintain effective liaison with the Executive Officer.
- Develop and oversee the Learning Area budget.

D. RESOURCE MANAGEMENT

- Keep resources up to date, well maintained and well organised for staff use.
- Continue to grow the use of online resources.
- Maintain a database recording resources, maintenance and replacement.
- Ensure English staff have ready access to Learning Area resources.

E. HEALTH AND SAFETY

- Oversee all health and safety processes within English for staff, students and workspaces.
- Look after and care for student and staff wellbeing.

F. PERSONAL

- Contribute to the co-curricular life of the school.
- Model professional standards as per the Teaching Council of NZ and model professionalism in terms of dress, action and language to staff.

Please sign the below acknowledgement of your job description and return to the Principal's PA.

Please accept this as acknowledgement that I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Name: _____

Signed: _____ Date: _____