COLUMBA COLLEGE

JOB DESCRIPTION

About Columba College
Columba College has an enviable reputation for academic excellence and all-round achievement. The College is a special character, state-integrated school providing co-educational schooling from Years 0 to 6, and girls' day and boarding education from Years 7 to 13 including international students. With a roll of 565 students, the family atmosphere of the College creates a sense of belonging and community engagement.

Built on Presbyterian foundations and operating since 1915, Columba College retains links to the Presbyterian Church but welcomes students of other beliefs to enrich its cultural diversity. Encouraging excellence in academic, sporting, and cultural pursuits, Columba College prepares its students to contribute and succeed wherever their life path takes them. The College provides a holistic approach to education in a supportive and caring environment that produces lifelong learners who participate and contribute as informed, responsible, and compassionate global citizens.

Our Purpose
With grace and good discipline, all Columba College students will be lifelong learners committed to personal excellence, ethical behaviour, and service to others; they will participate and contribute as informed, responsible, and compassionate citizens of Aotearoa New Zealand and the global community. Students are supported to flourish within an educational environment founded on and pervaded with the Christian faith and its moral and ethical standards and values - "*The life and teaching of Jesus informs the way we live*".

College Motto
Gratia et Disciplina Bona. With Grace and Good Discipline.

Job Title	HEAD OF DEPARTMENT - ENGLISH
Primary Purpose	Responsible for professionally leading the development, delivery, and evaluation of the English curriculum, including management of resources and leadership of staff to promote quality teaching, and learning outcomes for years 7-13.
Remuneration	3MU
Directly Supervising	Staff delivering the "English" curriculum
Reporting to	Deputy Principal
Date	November 2026

This document is subject to reasonable amendments from time to time by the employer to reflect the changing requirements of the position.

Key Relationships

External	*Purpose of contact with this person/s*
+ Families and whanau of students	+ Develop and maintain respectful collaborative relationships
+ College Community	
+ Alumni	
+ Relevant government agencies	
+ Contractors and resource providers	
+ Suppliers	
+ Wider Dunedin Community, specifically those who have the ability to support positive learning outcomes.	

+ Other Education Providers + John McGlashan College (brother school)	
Internal + All Students + All Staff of Columba College	*Purpose of contact with this person/s* + Working together to achieve business goals. + Build Understanding + Provide Clarity

Delegated Authority

- Education Acts and other relevant Acts and Regulations
- As set out in the Policies and Procedures of Columba College

Key Accountabilities

Columba College operates in an ever-changing environment. All staff are expected to participate constructively in school activities and to adopt a flexible approach to their work.

This job description provides an indicative outline of the purpose and accountabilities of the role. Whilst every effort has been made to explain the key accountabilities of the role, each individual task undertaken may not be identified. It is not an exhaustive list. Some flexibility will be required to ensure completion of all tasks required.

The position of Head of Department – English, encompasses the following major functions/accountabilities:

1. Strategy and Leadership
2. English Programmes
3. Teaching and Learning
4. Administration, Management and Planning
5. Staff and Student Management
6. Community Engagement
7. Special Character
8. Health and Safety
9. Culturally Sensitive Practice
10. Statutory and Reporting Requirements

1. Strategy and Leadership

The Head of Department will:

- Develop, deliver, and evaluate in consultation with the Deputy Principal a curriculum delivery plan for “English”, aligned with the NZ Curriculum and the Vision, Purpose, Values and Goals of Columba College.
- Lead the delivery of the curriculum plan for “English” and contribute to the development and delivery of all academic programmes related to “English”.

- Provide professional leadership that supports the Columba College vision and values, strategic direction, policies, and procedures.
- Contribute to the development and ongoing maintenance of a collaborative, high-performing organisational culture by building employee capacity and establishing cooperative relationships among all staff.
- Establish and maintain co-operative, cohesive working relationships with all members of staff.
- Promote high standards in all aspects of College life.
- Contribute to a College culture that is positive, purposeful, and professional.
- Draw upon a comprehensive understanding of contemporary educational approaches to inform effective teaching and learning of programmes related to "English".
- Stay updated on current trends, research, and best practices in "English" education, incorporating innovative approaches to curriculum delivery.
- Work collaboratively with others in the College to ensure that students' learning pathways are matching up to potential career pathways post-secondary school.
- Respond to reasonable parental requests concerning their daughter's learning as appropriate.
- Promote high standards through reflective and responsive practices and contribute to a positive, purposeful, and professional College culture.
- Provide a thoroughly professional image and example at all times, including maintaining a professional standard of dress.
- Nurture Christian values within the College community
- Facilitate an environment that fosters the physical, emotional, social, and intellectual development of all students
- Cultivate a culture of respect and empathy where diversity is embraced and celebrated.

2. English Programmes

The Head of Department will:

- Lead and assume overall responsibility for the development and delivery of all programmes related to the "English" curriculum. This includes (*but not limited to*):

✔ Programmes reflect the full intent of the NZ Curriculum as well as the Columba College curriculum goals.

✔ Curriculum delivery plan in place – including NCEA and Scholarship

✔ Annual plan in place

✔ Professional development of staff

✔ Evaluation plan

✔ Assessment plan

✔ Literacy

- Co-ordinate all special programmes related to the delivery of the "English" curriculum.
- Ensure that programmes offered are tailored to the needs of all students and that the delivery of these programmes are reviewed annually to suit the needs of a particular cohort.
- Foster a Scholarship Programme in English.
  - ✔ Ensure students are encouraged and supported in sitting scholarship examinations.
- Organise and oversee regular learning events, (e.g., debating competitions, spelling bee) exhibitions, performances, and showcases to celebrate and promote student achievements.
- Organising, coordinating staff, student and volunteer involvement in events/competitions related to the English curriculum run and/or hosted by Columba College
- Attend and contribute to meetings within Columba College that have a focus on the English curriculum.
- Collaborate with teachers and staff across various disciplines to integrate the English curriculum into the broader curriculum, fostering interdisciplinary learning opportunities.
- Foster partnerships with local organisations and professionals to provide enriching experiences and opportunities for students.

3. Teaching and Learning

The Head of Department will:

- Develop and maintain an engaging and positive teaching and learning environment through effective communication, positive relationships, and teamwork with all staff.

- Establish positive teacher-student relationships reflective of the code of conduct.
- Identify students with particular learning needs and requirements and ensure that these needs/requirements are being reasonably met. This includes students who:

✔ I have learning difficulties.

✔ Are exceptionally gifted/talented.

✔ Are Maori and seeking to achieve as Maori in line with "*Ka Hikitia*"

✔ Require special assessment conditions for external qualifications.

✔ Do not have English as a first language.

- Monitor and guide the assessment of student achievement within the departmental area; utilising a variety of means to obtain valid data and to then use this to inform programme planning and pedagogical development.
- Fulfil all requirements for NCEA assessment as determined by the Principal's Nominee and the Deputy Principal.
- Liaising with other Heads of Department in order to develop integrated curriculum delivery.
- Oversee and encourage student preparation in relevant external competitions and events (both in and outside of school) in conjunction with relevant itinerant teachers and other staff.

4. Administration, Management and Planning

The Head of Department will:

- Promote and ensure a safe, inclusive environment where students are supported to achieve their personal best.
- Complete administrative tasks in a timely manner.
- Maintain textbook resources and the Teacher resource library.

  ✔ Ensure textbooks and teaching resources are relevant, modernised and in good condition.
- Assist in the preparation of reports, papers and research for the School Board, Ministry of Education, Principal – including forms and returns and other routine matters.
- Manage financial budgets allocated, ensuring efficient allocation of resources.
- Seek additional funding through grants and sponsorships.
- Ensure communication with all stakeholders is timely.
- Contribute to School newsletters, social media, and website.
- Ensure there is a high standard of presentation of premises, resources, and students.

5. Staff and Student Management (including visitors and volunteers)

The Head of Department will:

- Be the key contact point for staff, contractors, visitors, and volunteers engaged to deliver "English" programmes.
- Take a leading role in the motivation, coaching, management and development of staff, contractors, and students to deliver objectives related to the English curriculum and to support their professional growth and development.
- Have the trust, respect and confidence of department staff and be seen as approachable and as someone who can hold "difficult conversations" if the situation demands it.
- Meet regularly with department staff regarding issues pertaining to teaching and learning, professional development, assessment, resource management, NCEA requirements, Scholarship requirements, use of school resources etc.
- Ensure staff, contractors and volunteers are aware of, and comply with, the Health and Safety requirements of their roles.
- Ensure that decision making is consistent, fair, and transparent.
- Provide sound and expert advice on operational matters, risks, issues, trends.
- Provide effective internal communication links.
- Demonstrate a strong commitment to a collaborative working environment that is harmonious and supports the avoidance of negative behaviours.
- Provide leadership and supervise performance by setting clear work objectives, assessing performance, providing feedback, and coaching to build staff and student capability.
- Ensure that reporting staff are providing useful, timely and appropriate information to parents, caregivers, whanau about their daughters' individual achievements through written reports and parent interviews.
- Keep the Deputy Principal informed in relation to change management, engagement, and workforce planning issues.
- Promote positive wellbeing outcomes.

6. Community Engagement

The Head of Department will:

- Work effectively to build and maintain strong relationships between the College and stakeholder groups, including but not limited to John McGlashan College.
- Actively establish good relations with parents, whanau, and all visitors to the College.
- Speak to prospective students to promote the English curriculum and further opportunities available.
- Ensure there is regular, timely, open communication between the College and stakeholders, utilising a range of communication strategies.
- Be available to meet stakeholders as may be required.
- Support and attend all major school events.
- Work to maintain effective partnerships with the wider community, promoting and representing the College at local and regional levels.
- Operate effective communication channels throughout the College, especially within and across academic units, in establishing and maintaining a "whole of school ethos."

7. Special Character

The Head of Department will:

- Contribute to the development and promotion of the Presbyterian ethos of the College.
- Model the College values of GRACE.
- Undertake duties which are part of the overall running of the School. Undertake any reasonable request of the Deputy Principal and/or Principal.
- Participate in activities related to the co-curricular programme provided for students.
- Regularly attend and positively support school Chapel services including special services held in conjunction with local Presbyterian Churches.
- Be always an ambassador for the College, actively promoting the benefits of a Columba College education, to ensure a full roll and high application levels, for both the day and boarding rolls.
- Use communication strategies available to promote the College's activities, achievements, viewpoints, and points of difference.
- Build, promote and enhance the College's public profile at events, forums, speaking engagements etc.
- Participate in the corporate life of the School.
- Seek out and respond to opportunities to enhance Christian understandings and reinforce Christian ethics and values, including collaboration with colleagues in other learning areas.

8. Health and Safety

The Head of Department will:

- Work safely always, ensure that all activities are conducted in accordance with the College's Health and Safety policies and procedures and comply with relevant statutory requirements and legislation.
- Identify and report hazards and assist in resolving issues that may cause harm to students, staff, contractors, and visitors.
- Actively promote and assist in the development of policies, procedures and work practices which support initiative-taking risk management and a safety culture.
- Make recommendations for safety and pro-actively confront others about violations.

9. Culturally Sensitive Practice

The Head of Department will:

- Acknowledge that the population of Aotearoa New Zealand is complex, multicultural, and diverse with many different languages, cultures, and identities.
- Use empathy effectively by respecting your own values while adapting to the values of other cultures interacted with.
- Demonstrate acceptance and respect for difference, continuous self-assessment regarding culture, an attention to the dynamics of difference, and the ongoing development of cultural knowledge to meet the needs of all populations.
- Be sensitive and responsive to students and whanau/family from diverse backgrounds, identities, and cultures, including ethnic, disability, religious and gender-diverse communities.
- Recognise that consultation with whanau/family and cultural communities is a crucial component to educational decision making.
- Demonstrate commitment to the principles of Te Tiriti o Waitangi - Partnership, Protection and Participation.

- Acknowledge the special relationship between tangata whenua and Tangata Tiriti. Note: Tangata Tiriti includes all immigrants and descendants of immigrants who have made their homes in New Zealand since the signing of Te Tiriti.
- As a practitioner, strive to provide culturally responsive support for mokopuna Maori, whanau, hapu, and iwi and Tangata Tiriti through genuine engagement, representation, and collaboration.

10. Statutory and Reporting Requirements

The Head of Department will:

- Work with the Deputy Principal to ensure compliance with all relevant statutes and regulations and with monitoring and reporting requirements.
- Develop, implement, and monitor systems, policies, and procedures to ensure compliance with legislative requirements and standards, including the College's own policies and procedures.
- Prepare and deliver bi-ennailly, a report to the College Board which includes analysis of results and other information regarding the Department.
- Fulfil the obligations of the School Charter.

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level (*this does not necessarily reflect what the current job holder has*). This may be a combination of knowledge / experience / qualifications or equivalent level of learning through experience or key skills, attributes, or job specific competencies.

Qualifications, Knowledge, and Experience

Qualification or equivalent level of learning	Essential	Desirable
Qualified Teacher with a current practicing certificate.	X	
Extensive experience delivering the New Zealand Curriculum, including NCEA and Scholarship.	X	
A sound theoretical and practical knowledge of the theory and practical application of learning, curriculum, and assessment.	X	
Demonstrated ability to develop and implement a comprehensive English curriculum.	X	
Effective leadership in collaborating with other teachers to improve teaching practice.		
Experience in budget management and resource allocation.	X	
Strong organisational and project management skills, with the ability to multitask and meet deadlines.	X	
Passion for education and a commitment to developing competence amongst staff and students	X	

Personal Qualities

- Demonstrate a practical commitment in support of the Presbyterian character of the College.
- A positive, resilient, and purposeful attitude to working life.
- A flexible approach and a willingness to get involved where needed.
- Have the ability and willingness to inspire others.
- Lead by example, role model the College Vision, Purpose, and Values
- Be a role model reflecting the staff code of conduct always.
- Be flexible and capable of managing change and instilling high standards.
- Be initiative-taking, ambitious, collaborative, and willing to take the initiative.
- Have high levels of honesty and integrity in all aspects.
- Demonstrate empathy, humility and genuine care about staff and students.
- Take time to support, guide and motivate others.
- Be able to think strategically and drive improvements in student welfare and their wider learning experience.
- Be flexible and able to manage change.
- Have excellent organisational, communication and people skills.
- Effective written and oral communication skills appropriate for a range of audiences (students, colleagues, parents etc.)
- Demonstrate a commitment to on-going professional learning.

- An open, warm, and caring manner with empathy for others.
- Time management and administrative skills and an ability to uphold deadlines.

Leadership Capability

Vision and Values

- Actively support the Christian values and Presbyterian ethos at the heart of College life.
- Demonstrates the “servant leader” ethos that arises from the College values.
- Have a vision for the College focused on supporting all students to achieve personal excellence across all dimensions, with “grace and good discipline.”
- Be future focused in thinking, creating an innovative environment balanced by strong traditions.
- Have an approach that is reflective and balanced, and which fosters a collaborative community.

Relational

- Have a warm and approachable manner which promotes empathic, strong, positive relationships with students and all stakeholders.
- Have a keen sense of humour.
- Be highly visible, demonstrating connection and commitment to the College community.
- Work for the wellbeing of the departmental team by pastorally supporting staff as team leader, and being prepared to have courageous conversations where necessary
- Be recognised as someone who is motivated by kind intent and who is focused on the well-being and development of students and staff.
- Value and support the role boarding students have in the life of the College.
- Value and support the role international students have in the life of the College.
- Be articulate and confident, with excellent communication skills across a range of media.
- Model equitable decision-making processes which encourages open discussion
- Be an effective, professional ambassador for the College, locally and regionally.
- Have the foresight, ability, and discipline to look at the horizon and take others along.
- The ability to use perspective, evidence, and tools to understand and “prepare for what’s to come.”

Practices

- Have the ability to manage projects to ensure positive outcomes.
- Have a demonstrated capacity to develop and implement clear, evidence-based improvement plans and innovations, which build on and enhance the College’s culture.
- Have a commitment to maintaining and further developing systems and approaches which ensure the academic rigor of College programmes.

Job Specific Competencies

- An educational leader with a reputation for inspiring and empowering others
- Leadership experience within a school setting
- An appreciation for the challenges of state-integrated education across years 0 to 13
- Advanced relationship, communication, and organisational management skills
- A commitment to the special character, values, and traditions of the College
- A progressive and up-to-date commitment to pedagogy and achievement

…… ……
Employee Name & Signature Date

…… ……
Approved: Name: Date
Role: Principal

Declaration

I…… have received a copy of this Job Description, recognise that it may be supplemented by task schedules or similar documents and agree to comply with its contents.

…… ……
Job Holder: Date