NAYLAND COLLEGE
TE KĀRETI O NEIRANA

Head Of Learning Area (HOLA)

Name	
Position	**HOLA (Head of Learning Area) Social Sciences**
Tenure	Permanent/Full Time (3MU, 1MMA)
Responsible to	School Board (Presiding Member) Principal (Kenny Diamond)

Primary Expectations

The HOLA is expected to provide effective leadership of the learning area, support curriculum leaders within their designated subject areas and ensure all subjects within their learning area are represented at learning area leadership level. The roles and responsibilities listed below should be read in conjunction with the general teacher job description. Some roles may be a delegated and/or share responsibility.

Core Responsibilities

Te Tiriti o Waitangi

- Display a commitment to honouring the principles of Te Tiriti o Waitangi, ensuring rangatahi experience rich learning in both te reo and tikanga Māori.

Curriculum and Assessment

- Ensuring effective curriculum delivery.
- Lead the learning area within the framework of the Nayland College charter, strategic plan, and policies.
- Develop appropriate schemes of work.
- Develop appropriate assessment and reporting.

Personnel

- Assisting and supporting our most valuable asset.
- Provide leadership for, and facilitation of, the staff members working within the learning area.
- Facilitate the development of the learning area as a team, with a shared vision, values and beliefs.
- Work with new teachers, providing professional guidance, advice and support.
- Plan and facilitate professional development for the learning area.

Pastoral Care

- Develop and monitor positive learning environments through the Nayland College Teacher Profile.

Finance and Resources

- Plan, arrange and control budgets and resources.

Learning Area Management and Review

- Runing an efficient learning area.
- Encourage and foster professional growth among the teachers within the learning area.
- Report on the learning area to the Principal and Board as required.
- Regularly review all aspects of the learning area and participate in external reviews as required.

Instructional Leadership

- Contributing to wider school leadership.
- Ensure the subjects within the learning area are well represented at learning area leadership level.
- Ensure the learning area is engaging with the wider educational community.
- Assist with co-curricular activities, meeting college and community expectations.
- Keep up-to-date with current leadership and professional practice processes.

Special responsibilities

As negotiated.

Name	**Kenny Diamond**
Head of Learning Area	Principal
Date	**Date**