Job description for the position of Curriculum Leader of Y9/10 Science

The following job description is flexible. The person appointed will work closely with the Curriculum Leaders and HOD to maintain and improve the quality of teaching and learning, as well as current systems and policies that enable quality teaching and learning to occur.

Prime Responsibilities

- to supervise and enhance the teaching of the Science curriculum – with a focus on improving student outcomes.
- Ensure teachers are aware of goals within the annual report, that these goals can be directly linked to improving pedagogy and student success.
- Run meetings when needed to ensure the smooth running of the junior course.
- Review resourcing of teachers, quality of homework, resourcing of students. Working with teachers to achieve this.
- Review tests to ensure that mark schedules and learning intentions align. That teachers have clarity on marking and grade entry.
- to assist in the operation of a professional growth cycle review within the Science Department consistent with College policies on performance management
- to manage and professionally lead the teachers of Science in a manner consistent with College policies and practices
- to teach within the Science Department and, in doing so, meet all requirements for a teacher as set out in the job description for a teacher.

Key Competencies

Curriculum Management

Competence will be demonstrated by:

- being conversant with, and competent in, the New Zealand Curriculum of the subjects taught
- consideration of a knowledge curriculum and the appropriate sequencing of concepts
- all Science policies and practices being consistent with College policies and practices
- assessment policies and practices in place which meet NZQA requirements and are consistent with College policies and practices

Staff Management

Competence will be demonstrated by:

- the successful operation of Performance Management/ professional growth cycle in Science which meets the requirements of the College policy on Performance Management
- appropriate delegations and responsibilities in place which
    i. are understood
    ii. enable teachers to achieve their objectives
    iii. provide an environment of support where requirements are not being met
- regular Science meetings being held
- quality advice on staff appointments to the HOD Science or the Principal as required
- Promoting a positive and supportive culture with staff

Student Management

Competence will be demonstrated by:

- monitoring systems in place within Science to identify any problems in the delivery of the curriculum to students
- appropriate work is set for students and marked by Science teachers
- teachers monitor student progress through accurate recording of performance

- teachers are provided with support in classroom management
- responsiveness to the needs and concerns of students and parents in curriculum and assessment matters
- liaison with the Guidance Department, Deans and Learning Support staff on matters of student management and progress

Resource Management

Competence will be demonstrated by:

- working with the HOD Science on the preparation of an annual budget in line with College policies
- the administration of Science funds according to established financial policies and practices
- the keeping of accurate inventories of equipment and materials
- the maintenance of resources which are current and in good condition

Relationships

The Principal is responsible for the conditions of employment of the Curriculum Leader of Year 9 & 10 Science. The Curriculum Leader will, on a day-to-day basis, work most closely with the AHOD and HOD of Science.

Curriculum Leaders are encouraged to develop relationships with teachers and students which are positive and supportive and which encourage open communication, co-operation and the sharing of ideas and tasks.

Reporting

The Curriculum Leader of Year 9 & 10 Science will report to the AHOD Science/HOD Science on the performance of the Science teachers.

Expectations

The position of Curriculum Leader carries with it a number of expectations including:

- commitment to the College and the enhancement of its tradition for excellence
- contribution to the life of the College outside the classroom
- commitment to be an excellent role model and a professional leader to all staff
- the provision of significant leadership within the College
- a commitment to participate in professional development and performance management programmes
- a willingness to accept responsibility
- a genuine interest in students and a desire to see them achieve to their full potential

In addition to the above expectations, most important will be the achievement of the objectives set by the Curriculum Leader of Year 9 & 10 Science for the ensuing year, and which have been agreed to by the HOD Science.

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Curriculum Leader of Year 9 & 10 Science (NAME) Date

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PRINCIPAL (Greg Thornton) Date