Job Description

Position: **Fixed Term Acting HoLA Religious Studies (To cover parental leave)**

Responsible To: The Principal

Responsible For: Management unit holders are expected to provide effective leadership in a defined area of responsibility and implement policies supportive of staff and students within the context of the school charter and strategic plan.

Key Area	Key Tasks	Expected Results
Special Character	To support and promote the Special Character of the College in the role of managers	♦ Demonstrate the all encompassing nature of Special Character in each of his/her responsibilities. ♦ Assists staff in delivering a curricular programme that reflects the Special Character of the school. ♦ Relationship with staff, students and parents are marked by Gospel centred values such as respect, love and honesty. ♦ Role models expectations and professional teaching practice reflects the Special character. ♦ Attends and contributes to events in the school e.g. staff reflection and prayers, whole school masses and liturgies.
	To develop professionally within Special Character	♦ To keep up to date with Special Character matters through involvement in related professional development opportunities.

Key Area	Key Tasks	Expected Results
Policy And Programme Management	To set annual goals and targets, and plan programmes within the area of responsibility which meet the national curriculum requirements and are consistent with the school's charter and strategic planning.	♦ Contributes to and actively promotes an appropriate direction for the school. ♦ Within the area of responsibility policies and programmes are developed, up to date and evaluated regularly. ♦ Programme delivery is appropriate to the needs of students.

	To fully understand the implications of the changing cultural, social and economic context of New Zealand and Southland.	♦ Policies and programmes meet the needs and aspirations of Maori. ♦ Programmes are modified in response to social and economic change. ♦ Practices within the area of responsibility are innovative and responsive to student needs. ♦ The annual report to the principal accurately reflects performance within the area of responsibility.

Key Area	**Key Tasks**	**Expected Results**
Professional Leadership	To develop responsibility and delegate tasks when appropriate.	♦ Assists staff in curriculum delivery by organising opportunities for sharing and developing units of work. ♦ Promotes the personal and educational welfare of the students. ♦ Appropriate delegations are made utilising strengths and which provide opportunities for professional growth.

Key Area	**Key Tasks**	**Expected Results**
Professional Leadership	To participate in and support the school's performance management system.	♦ Performance expectations have been discussed with staff and objectives set for the year. ♦ Staff appraisal within delegated areas of responsibility is supportively carried out. ♦ Staff have access to the professional development required to support the achievement of their performance objectives. ♦ Reflects on own performance assessment and demonstrates a commitment to ongoing learning in order to improve performance. ♦ Deals with staff about performance problems in a sensitive and timely manner.
Key Area	**Key Tasks**	**Expected Results**
Building And Sustaining Relationships	To foster relationships between the school and community.	♦ Parents and whanau feel comfortable about visiting the school to discuss their children's progress. ♦ The community are actively involved in the life of the school. ♦ Supports relationships with other schools in Southland.
	To demonstrate a thorough understanding of current approaches to effective teaching and learning.	♦ Acts on opportunities for the improvement of teaching and learning. ♦ Assists staff in monitoring student progress and reporting effectively to parents. ♦ Role models expectations and professional teaching practice.

	To provide professional leadership within the area of responsibility.	♦ Works effectively as part of the management team; ♦ Supports the senior management team in the leadership and management of the school; ♦ Deputises for the senior management team when required. ♦ Meets school corporate responsibility professionally.

Key Area	**Key Tasks**	**Expected Results**
Operational Management And Planning	To apply current practices for effective management and achieve the goals set within the area of responsibility.	♦ Administration systems are operating effectively and are responsive with problems attended to promptly.
	To effectively use available assets, facilities and resources to support improve outcomes.	♦ Selects, manages and maintains resources appropriate to the area of responsibility ♦ Financial resources within the area of responsibility reflect the school priorities and are well controlled with appropriate checks and balances in place.

Key Area	**Key Tasks**	**Expected Results**
Managing People	To motivate and encourage staff to effectively deliver the curriculum and improve learning outcomes for students.	♦ Staff have a clear sense of direction; ♦ Is readily available to staff for advice and guidance.
	To understand and operate within the limits of the delegated authority.	♦ Provides information to the senior management team on areas of delegated responsibility in order to assist with the day to day management of the school. ♦ Consults widely on matters of school policy.
	To manage conflict appropriately and work to achieve solutions.	♦ Is objective and composed in difficult and/or emotional situations; ♦ Takes responsibility for resolving conflict before it escalates.

Key Area	**Key Tasks**	**Expected Results**
Communication	To demonstrate the skills of effective communication with students, colleagues and families.	♦ There is frank and open communication with the principal and other management personnel. Speaks and writes clearly and concisely. ♦ Has established good communication processes with staff and between staff. ♦ Is a good listener and actively seeks the views of others. ♦ Gives appropriate and timely advice to those who need it.

Key Area	**Key Tasks**	**Expected Results**
HoLA Religious Studies	To plan and implement programmes of work especially Years 11, 12 and 13	♦ Prepare schemes and units of work in line with the National Curriculum Statement. ♦ Religious Studies programmes delivery is appropriate to the needs of the students. ♦ Programmes of work allow students to progress through the Religious Studies curriculum. ♦ Resources to support the programmes of work are well maintained. ♦ Programmes of work reflect use of ITC and Tikanga.
	To provide quality information for the purposes of reporting to students, staff and the community	♦ Prepare assessment that provide quality data. ♦ Support the teaching staff in Religious Studies department in the tracking of students achievement. ♦ Provide guidance in preparing reports. ♦ Reports give quality feed back to students and parents/caregivers regarding students' learning.

Key Area	Key Tasks	Expected Results
School Wide Responsibilities	Contribute towards the effective functioning of the school by carrying out the following specific tasks: (Specific duties, roles and responsibilities of the individual teacher).	Negotiated for 2011.