NELSON COLLEGE FOR GIRLS TE KURA TAMAWĀHINE O WHAKATŪ

Overview

Title	**Head of Subject - Band 1**
Remuneration	1 MU (Management Unit) 1 MMA (Middle Management Allowance)
Time Allowance	1 hour per week

Title	**Head of Subject - Band 2**
Remuneration	1 MU (Management Unit)
Time Allowance	1 hour per week

Title	**Head of Subject - Band 3**
Remuneration	1 MMA (Middle Management Allowance)

Title	**Head of Subject - Band 4**
Time Allowance	3 hours per term to be taken as release during each term

How bands are determined:
The Principal retains discretion to determine the level based on a combination of:

- Number of year levels offered
- Number of students
- Number of timetabled classes
- Number of teaching staff
- Operational complexity
- Strategic priorities of the school

No single factor determines remuneration. Instead, the combination of these measures provides an indication of the overall scale and complexity of the leadership role. This approach recognises that leadership responsibility is influenced by a range of factors rather than simply the size of a department or the number of students.

Reporting Lines:

Reporting To	Faculty Lead
Key relationships	Teacher(s), Support Staff

Additional Responsibilities:

Additional Onsite Hours may include	**Hours**
Induction & Orientation (New Staff)	15 hours

Staff Only Days planning Course Confirmation	
Open Evening Parent Meetings Supporting with Staff Recruitment Mentoring/support	10 hours per term
Additional Hours (flexible location) may include	
Reporting NZQA Requirements Curriculum design and evaluation	10 hours per term

Position Purpose

The Head of Subject will uphold and promote the articles of Te Tiriti o Waitangi within our learning environment.

The Head of Subject provides leadership within a specific curriculum area, ensuring high-quality teaching, learning, curriculum and assessment practices that support excellent and equitable outcomes for all ākonga.

The role leads the ongoing development of the subject, supports and develops kaiako, monitors learner progress and achievement, and promotes culturally responsive, evidence-informed practice.

The Head of Subject is also responsible for the effective organisation and stewardship of the subject area, including the appropriate management of resources, systems and curriculum-specific requirements.

Key Focus Areas

The following focus areas describe the key outcomes expected of all Heads of Subject. How these are enacted will vary according to the context, size and nature of the subject area.

Individual role holders may also be required to undertake responsibilities specific to their curriculum area, including health and safety, specialist facilities and equipment, NZQA and moderation requirements, industry or professional standards, EOTC, performance and exhibition programmes, community partnerships, and other curriculum-specific obligations.

Key Focus Areas	Expected Outcomes
Enacting Te Tiriti o Waitangi and ensuring culturally responsive practice	• Lead culturally responsive practice that recognises and values the identity, language and culture of ākonga and promotes equitable outcomes. • Ensure the subject area reflects the school's commitment to Te Tiriti o Waitangi and supports a strong sense of belonging for all learners.
Building and sustaining high trust relationships	• Build and maintain positive, professional and collaborative relationships with ākonga, whānau, colleagues and school leaders. • Model the values of Nelson College for Girls through professional practice, communication and leadership.
Developing a culture that is focused on learning	• Foster a positive, inclusive learning culture characterised by high expectations, engagement and success for all ākonga. • Support kaiako to work collaboratively and maintain a shared focus on improving learner outcomes. • Ensure learners feel safe, confident, and supported to take risks in their learning.

Leading teaching, learning, curriculum and assessment	• Lead the development, implementation and review of high-quality programmes that are coherent, responsive to learner needs and aligned with curriculum and school priorities. • Provide leadership that supports effective teaching, assessment, moderation and reporting practices within the subject area. • Ensure appropriate curriculum, pedagogy and assessment requirements are understood, met and aligned with internal and external requirements.
Evaluating practice in relation to outcomes	• Use relevant evidence, including learner progress, voice and achievement information, to evaluate the effectiveness of programmes and practices. • Identify and lead appropriate improvement priorities for the subject area.
Adept management of resources to achieve vision and goals	• Ensure the effective and responsible management of the resources, systems and processes required for the successful operation of the subject area. • Meet relevant school, curriculum, assessment, health and safety, and other subject-specific requirements.
Leading and participating in Professional learning	• Maintain current professional knowledge relevant to the subject area and reflect on leadership and teaching practice. • Support the professional growth of colleagues through collaboration, professional dialogue, mentoring and the sharing of effective practice.

On Appointment

Employee

Name	
Signature	
Date	

Tumuaki

Name	
Signature	
Date	