Job Description

Position: **Learning Area Leader**

Responsible To: The Principal and Senior Management Team

Primary Responsibility: Fostering and the development of a learning environment, focussed on individual student success in which the vision, values and individual goals of Verdon College (as outlined within the school charter and annual plan) may be achieved within the specific context of the Mathematics Learning Area.

Key Expectations:

- Share knowledge, skill and passion for teaching and learning.
- Meet and exceed the teacher council's registration criteria for experienced teachers.
- Continue to undertake professional development which directly relates to Learning Area Leader to effectively lead learning.
- Actively strive to develop a collegial and positive team environment, within the Learning Area and across the College.
- Provide professional leadership for learning area staff to ensure effective delivery of New Zealand curriculum.
- Support and mentor Learning Area staff in their ability, knowledge and skills to undertake their role within the Learning Area.
- Effectively manage learning resources in Learning Area.
- Undertake appraisal of staff through College performance management system.
- Provide advice and guidance to staff in relation to professional matters that will develop and improve professional capacity and ability.
- Work effectively and positively with the Principal and Senior Leadership on matters relating to the effective running of the Learning Area and the College.
- Work collaboratively and positively with other Learning Area leaders to establish beneficial cross-curricular support for students learning in context.
- Contribute to appropriate committees in a positive and professional manner in order to develop and improve outcomes for students.
- Prepare and develop qualitative and quantitative systems to monitor and report on students learning progress underpinning "teaching as inquiry" practice.
- Develop and document systems that underpin effective teaching and learning and maximise student achievement.
- Ensure that annual reporting is completed by February each year.
- Bring own views to the "table" as appropriate; share knowledge skill and passion.
- Ensure the Special Character of the College is evident and actively supported in Learning Area staff's teaching practice.
- Meet Learning Area management obligations as outlined in College policy and management documents

- Incorporate school wide policy, goals and objectives as outlined in the charter within the Learning Area.
- Ensure your Learning Area recognises the importance of the Treaty of Waitangi and actively initiates strategies to support the success of Maori and Pasifica learner and lead staff to relate this to our pastoral care of students in need.
- Encourage staff and students to test themselves against external competitions and Learning Area context events.
- Manage and lead your staff to ensure up to date pedagogy and professional practise in place to maximise the learning outcome of all students.

Personal Professional Expectations:

Learning Area Leaders are expected to:

- Lead by example and show initiative and problem solving skills.
- Be enthusiastic about teaching and working with young people.
- Be committed to helping students achieve their potential.
- Be forward thinking, able to cope with change and to work optimistically toward the future by setting realistic goals and planning strategically
- Be passionate about their Learning Area's subjects.
- Be keen to be well-informed about current developments in teaching these subjects.
- Be an enthusiastic learner and leader of learning in their Learning Area
- Be an excellent listener, and an excellent manager and leader of people.
- Develop and establish effective working relationships within the Learning Area and across Learning Areas.
- Demonstrate and develop excellent organisational skills and set realistic timeliness for work completion in Learning Area.
- Be willing to teach at all levels.
- Be a vibrant and energetic member of the school leadership team and across the Learning Area.
- Develop and contribute to shared teaching resources within the Learning Area.
- Have a good sense of humour; enjoy leading the learning in your Learning Area.
- Be enthusiastic about the opportunities for the use of e-learning.
- Assist students to be active partners in their learning and participate in learning how students manage their e-learning.
- Participate in professional learning development opportunities and be committed to ongoing leading edge pedagogical continual development.
- Actively contribute to the wider life of the school especially; promote your Learning Area outside of the school.
- Be a role model for the Special Character of the College.