



POSITION DESCRIPTION HEAD OF DEPARTMENT

TENURE:	Full Time, Permanent
RESPONSIBLE TO:	Principal - Nga Tawa Diocesan School Deputy Principal (Curriculum)
FUNCTIONAL RELATIONSHIP WITH:	Principal Senior Management Team Other Heads of Departments Support Staff Parents Students

PURPOSE OF ROLE

The Head of Department is responsible for professionally leading the development, delivery and evaluation of the curriculum specific to that department, also management of resources and leadership of staff to promote quality teaching and learning.

PERSON SPECIFICATION

The Head of Department will be a New Zealand Registered Teacher and be expected to demonstrate a range of knowledge experience and attributes, such as:

EDUCATION QUALIFICATION

Qualified Teacher
Extensive Secondary Experience of NCEA
Evidence of ongoing and appropriate Professional Development

KNOWLEDGE AND EXPERIENCE

A sound theoretical and practical knowledge of the theory and practical application of learning, curriculum, and assessment.
Extensive secondary teaching experience, within an NCEA framework.
Excellent achievement in classroom teaching within a subject discipline at Secondary level.
Involvement with NZQA marking panels or subject associations.
Successful middle and/or senior management experience.
Effective leadership in collaborating with other teachers to improve teaching practice.
A capacity to manage and resolve issues that may involve students, parents and/or staff.

An understanding and passion for future focussed education
An understanding of girls' education and the relative advantages of girls' schools.
Demonstrated a commitment to the principles of Te Tiriti o Waitangi and biculturally responsive pedagogy
An ability to work with International Students.
Competence and confidence in using Information Technology to assist learning and administration.
Effective written and oral communication skills appropriate for a range of audiences (students, colleagues, parents).
Time management and administrative skills and an ability to uphold deadlines.

**PERSONAL
PROFESSIONAL
QUALITIES**

Demonstrate practical commitment and support of our Anglican special character and model our values of courage, respect and integrity.
Loyalty and ability to provide collegial support to the Deputy Principal Curriculum and Department Staff.
Have the trust, respect and confidence of department staff and be seen as approachable and as someone who can hold 'difficult conversations' if the situation demands it.
Ability to work as part of the team to motivate colleagues to provide a stimulating positive and rewarding school environment.
Demonstrate inspiration and innovation in working to resolve problems.
An open warm and caring manner with empathy in dealing with a diverse range of students and adults.
Demonstrate a commitment to on-going professional learning.

KEY ACCOUNTABILITIES

1. Strategic Planning
2. Teaching and Learning
3. Department Management
4. Health and Safety
5. Special Character
6. Corporate Responsibility
7. Personal/Professional Development

1. STRATEGIC PLANNING

Key Tasks

Provide, in conjunction with Senior Management and fellow Heads of Department appropriate professional leadership which is supportive of the school's strategic plan, general direction and policies, with emphasis on mātauranga Māori and te ao Māori.

Performance Indicators

Department goals in alignment with strategic and annual plan.

Implement, participate in, and take a lead role in developing programmes of learning which reflect the full intent of the NZC as well as the Nga Tawa Curriculum initiatives including the production and on-going evaluation of departmental plans.

Department teaching and learning plans are produced and evaluated.

Monitor and guide the assessment of student achievement within your department or learning area; utilising a variety of means to obtain valid data and to then use this to inform programme planning and pedagogical development.

Department review utilises data to inform future planning.

2. TEACHING AND LEARNING

Key Tasks

Develop and maintain an engaging and positive teaching and learning environment for all students through collaboration, effective communication, positive relationships and teamwork between students and staff.

Performance Indicators

*Positive student engagement evident and feedback.
Staff feedback.*

Assume overall responsibility for the development of teaching and learning programmes within the department or learning area which caters for all students' learning needs aligned to Nga Tawa's Effective Teaching Profile Teaching and learning should be inclusive of te ao Māori and Mātauranga Māori.

Differentiated and culturally responsive teaching and learning programmes are developed, implemented and evidenced in units of work and classroom observations.

Identify priority learners within the learning areas with learning needs and requirements; and ensure that these needs/requirements are being reasonably met with active student tracking. These tasks will be undertaken in conjunction with staff with responsibility in these areas including the SENCO, Careers Coordinator, ESOL teacher and the Dean of International Students and the Principal's Nominee (in the case of special assessment conditions) and Deputy Principal (Curriculum).

Students identified and appropriate teaching and learning is implemented successfully.

3. DEPARTMENT MANAGEMENT

Key Tasks	Performance Indicators
Be an active, constructive and committed member of the Curriculum team, and respect the principle of collective responsibility.	<i>Deputy Principal (Curriculum) feedback in appraisal process.</i>
Work with the Careers Coordinator in school to ensure that students' learning pathways are matching up to potential career pathways post-secondary.	<i>Support of career pathways evident in department documentation.</i>
Maintain contact with relevant Teachers Association, both nationally and locally through newsletters, email and personal contact for information and discussion.	<i>Active involvement in Subject Associations.</i>
In accordance with accepted Health and Safety practice, ensure that all areas of department are managed in a timely, safe and sustainable manner.	<i>Practice is Health and Safety compliant.</i>
Ensure that staff in the department are providing useful, timely and appropriate information to parents about their daughter's individual achievement through written reports and parent interviews.	<i>Reporting deadlines met.</i>
Respond to reasonable parental requests concerning their daughter's learning as appropriate, usually through the Mentor, Deputy Principal Curriculum or Director of Wellbeing.	<i>Parent concerns are addressed in a timely manner.</i>
Meet regularly with department/learning area staff regarding issues pertaining to teaching and learning, student tracking, professional development, assessment, resource management, NCEA requirements, and use of school resources.	<i>Department meeting minutes.</i>

4. HEALTH AND SAFETY

Key Tasks	Performance Indicators
In conjunction with Senior Management develop department systems that are consistent with the Health and Safety at Work Act 2016.	<i>Health and Safety procedures pertaining to student wellbeing and crisis management system in place.</i>

5. SPECIAL CHARACTER

Key Tasks	Performance Indicators
Contribute to the development of the Anglican special character of the school.	<i>Active participation in reflecting the Anglican tradition.</i>
Model the school values of respect, integrity and courage.	<i>Behaviour and attitude consistent with school values.</i>

7. CORPORATE RESPONSIBILITY

Key Tasks	Performance Indicators
In conjunction with SMT contribute to the implementation of the professional learning cycle for staff.	<i>Completed professional learning cycle.</i>
Participate, support and contribute to the staff professional development and learning programmes.	<i>Participation and contribution to staff professional development.</i>
Assist in the preparation of reports, papers and research for the Board of Trustees, Diocesan Trust Board, Ministry of Education, Principal – including forms and returns and other routine matters as well as policy documents.	<i>Reports, returns and research carried out in an accurate and timely manner.</i>
Take part in the corporate life of the School which includes handling concerns of parents/guardians on the progress and development of students, participating in school activities and attending functions where our school is represented.	<i>Available to discuss matters with parents/caregivers. Participate in school activities and functions.</i>
Support the school policies in a positive manner, both inside and outside the classroom.	<i>Feedback from Deputy Principal Curriculum.</i>
Undertake duties that are part of the overall running of the school.	<i>Specific responsibilities undertaken.</i>
Speak to prospective students and promote the School effectively.	<i>Participate in contributing schools marketing as required.</i>
Participate in activities related to the co-curricular programme provided for students.	<i>Participation in activities.</i>
Provide a thoroughly professional image and example to School personnel and members of the school community.	<i>Feedback from staff.</i>
Use available opportunities to present Nga Tawa to members of the community in the best possible light.	<i>Feedback from the community.</i>
Contribute to the Nga Tawa News and the Nga Tawa Script.	<i>Appropriate contribution.</i>
Perform such other duties and assume other responsibilities as the Principal may assign.	<i>Feedback from Principal.</i>

8. PROFESSIONAL/PERSONAL DEVELOPMENT

Key Tasks	Performance Indicators
Attend professional conferences and courses to maintain personal awareness of developments related to general education and developments in departmental and own subject areas.	<i>Attendance at courses and conferences as required. Report on conferences and courses attended. Recommendations to senior management.</i>

Signed:
Head of

Date:

Signed:
Principal

Date: