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 To act as a role model of the NZ Teaching Standards and Code of Professional
Responsibility ● Empathy and sensitivity to all people ● A commitment to biculturalism and an understanding of and respect for tikanga Māori ● The ability to work independently and as part of a team ● To be involved in a House through mentoring and other pastoral care ● To contribute to the co-curricular life of the College by coaching or managing a summer
and winter sport
Key tasks relevant to:
Leading Teaching and Learning
It is expected that the Head of Department will:
1. Model teaching at the highest possible level
2. Model excellence in meeting the Teaching Council Code of Professional Responsibility and
Standards for the Teaching Profession
3. Actively engage in a reflective process that demonstrates a growth mindset and desire for
continual improvement
4. Continual development of subject and pedagogy expertise through professional dialogue
and reading, including dialogue with other curriculum leaders, both within and external to
the College. Attendance at subject conferences and pursuit of postgraduate studies is
encouraged
5. Observe classroom teaching and professional practices and provide feedback on these to
teachers
6. Identify models of good practice and providing opportunities for all teachers to observe and
to learn from this good practice
7. Use and analyse achievement data towards improvement in curriculum delivery and student
achievement outcomes
8. Place an emphasis on those students who are not achieving to expectation and to determine
ways through which their achievement levels may be improved
9. Identify extension/GATE activities and liaise with the Head of Advanced Learning as to the
needs of individual students
10.

Department Management / Leadership Responsibilities
 It is expected that the Head of Department will:
1. Document and update schemes of work for the delivery of all courses within the department
and to ensure these reflect national curriculum statements, and are regularly updated as the
need for this arises
2. Manage NCEA assessment in accordance with national and College NZQA policies, including
the internal and external moderation processes efficiently.
3. Ensure tasks are consistent and relevant to a range of learners and marking practice is
monitored.
4. Develop and lead department wide professional development opportunities and foster a
climate of collaboration and discussion of individual professional learning.
5. Undertake an analysis of a wide range of student achievement information.
6. Be an efficient manager of resources, including finances (e.g. prepare budgets, oversee
purchasing etc) staffing and rooming allocations. With respect to staffing, it is expected that
teachers will be allocated classes which reflect a range of year levels and student abilities,
and also take account of the specific skills and interests of individual teachers.
7. Work collaboratively with the Deputy Principal - Teaching & Learning on the recruitment of
new teachers.
8. On an annual basis, establish Department priorities or goals, ensuring these are related to
College strategic priorities or goals
9. Prepare an HoD Academic Report for the Deputy Principal - Teaching & Learning. This report
will focus on the priorities established by the Executive
10. Support the Deputy Principal - Teaching & Learning in addressing matters relating to
professional standards and implementation of the College’s endorsement process and
policies.
11. Positively develop and celebrate teachers’ professional capabilities in all facets of their
professional life.
12. Facilitate additional activities that include convening Department meetings, ensuring work
for relief teachers is provided if necessary, and facilitating the preparation of written
materials for the College’s newsletters and annual magazine
13. Ensure reporting is accurately set-up across all courses and support the minimum standards
of reporting through communication with teachers
14. Work collaboratively with relevant HOTLs to support staff in their development.
15. Oversee health and safety/risk assessments of department activities and areas as
appropriate to the department
16. Manage non-teaching staff associated with the department - applying above tasks as
applicable - including completion of performance appr(r)1595.44 841.68 re
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2. Advise the Deputy Principal - Teaching & Learning on all significant matters relating to the
Department and to make recommendations as appropriate.
3. Engage with HODs to create a collegial middle leadership team.
4. Work collaboratively with HODs, HOTLs and other relevant stakeholders to develop and
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