



## **Job Description for Head of Department English**

**Aim of Position:** To provide effective leadership and management of the English Department at Tararua College. To build and maintain an effective teaching team, which continually enhances the quality of learning and achievement at Tararua College.

**Responsible to:** Principal

**Units:** 2 Management Units (2MU) & 2 Middle Management Units (2MMU)

### **Leadership**

- Set and chair regular English Department meetings, encouraging input from staff and distributing leadership as appropriate.
- Co-construct department goals with department staff, that complement our school goals and the achievement challenges outlined by our Kāhui Ako.
- Lead professional development for the English Department regarding NCEA Review, including implementation of the new English assessment matrices, achievement standards, and resources.
- Observe, coach and encourage teachers within the department as kaiārahi.
- Help teachers to develop and reflect on their professional growth cycle.
- Model, lead and encourage culturally responsive practices (including Tātaiako and Tapasā) within the department and wider school.
- Model, lead and encourage positive behaviour for learning practices within the department and wider school.
- Model, lead and encourage restorative practices within the department and wider school.
- Willingly participate in leadership development opportunities to grow own leadership and the leadership of others.

### **School Curriculum and Assessment**

- Lead the preparation of relevant, appropriate and current schemes of work for all courses in the department. Oversee their implementation and direct their timely updating.
- Undertake or oversee annual revisions of course outlines to ensure they reflect current standards and requirements.
- Ensure schemes of work and course outlines are consistent with BoT policy and that the English Department Management Document is an updated working document.
- Ensure that coherent and appropriate assessment systems and procedures are in place at all levels.

- Support staff in their design and mapping of the English curriculum within integrated courses in the junior school.
- Ensure all department members are familiar with systems and procedures and comply with them.
- Ensure the timely and accurate recording of assessment data and work with members of the department (and the wider school) to develop systems for the meaningful analysis of data to inform future learning.
- Ensure a robust system of internal moderation is in place for junior and senior assessment.
- Oversee compliance with NZQA's external moderation system.
- Oversee the development and production of derived grade English examinations.

### **Student Management**

- Lead and model clear expectations of student behaviour and learning.
- Work in consultation with the rest of the department to ensure practices are consistent.
- Ensure programmes of learning acknowledge and reflect diversity and make provision for the needs of all students.
- Work with the student English Captain, to promote and develop the subject school-wide.
- Reinforce and celebrate student achievement in all forms, at all levels.

### **Management of Resources**

- Plan and manage the budget in accordance with Tararua College procedures and policies, overseeing the equitable and appropriate allocation of departmental resources in a transparent, responsible way
- Discuss and decide budget priorities within the department at department meetings, including identifying future needs and priorities.
- Oversee the maintenance of an up-to-date schedule of resources/assets.
- Oversee the efficient management and maintenance of the physical environment in classrooms, working with staff to identify and plan for future needs.

### **Health and Safety**

- Ensure that all learning activities are conducted in a safe manner.
- Ensure that staff are aware of and comply with Tararua College Health and Safety Procedures, including EOTC requirements, storage of hazardous resources and the like.

### **Professional Relationships and Development**

- Allocate curriculum responsibilities equitably, taking staff strengths into account.

- Work with department members to develop professional development plans that, as far as possible, meet school, departmental and personal needs, while supporting members of the department to explore new areas, improve qualifications and take on additional responsibilities.
- Lead, model and monitor critical, research-informed, and culturally responsive pedagogical processes.
- Encourage and assist critical reflection as a core professional practice.
- Promote collective, collegial approaches to developing programmes, solving problems and establishing goals and processes.
- Participate, as required, in the performance management process.

### **Communication**

- Ensure that the department's policies, documents and all communications are clear, concise and appropriate to audience and purpose.
- Make all appropriate learning materials available and accessible to students and whānau.
- Lead departmental promotion and participation in school – community events including Open Evening, Pathways Evening, Learning Conversations, Speech, Debating and Writing competitions.
- Report department progress, successes and challenges to the BoT and Principal as required.