

Head of Faculty Job Description



Primary Aim

To lead teaching and learning in the faculty, to liaise effectively with unit holders within the faculty, to work effectively with other HOFs and HODs and members of the SLT to provide teaching and learning leadership across the school, and to the wider life of the school.

KEY TASKS	EXPECTED RESULTS
1. Provide courses consistent with the New Zealand Curriculum and other relevant documents appropriate to the learning needs of students, including those with special needs and those with special abilities.	1.1 Develop Schemes of work for the Faculty after consultation. 1.2 Develop learning objectives which are appropriate for the culture, age, ability and individual needs of students. 1.3 Ensure that subject content is effectively imparted through a range of effective teaching methods, learning activities, instructional material, and that appropriate technologies and other resources are used. Ensure that subject content is culturally appropriate, especially in relation to our Maori and Pasifika students. 1.4 Ensure that expectations for students' learning are clearly expressed, realistic and challenging. 1.5 Encourage students in the Faculty to be self-managing.
2. Apply effective and positive classroom management techniques that are aligned with agreed school-wide practices and protocols.	2.1 Ensure that teachers' student management processes connect effectively with our school-wide ones. 2.2. Ensure that learning environments are positive and orderly and that they reflect the School's values. 2.3 Organise a department withdrawal room and support faculty staff with student management issues.
3. Manage assessment and reporting.	3.1 Ensure appropriate assessment, evaluation and moderation procedures. 3.2 Report accurately on student performance within the guidelines set down by the School. 3.3 Retain and file results according to school policy. 3.4 Provide quality assurance for all summative assessments. 3.5 Review assessments regularly for each subject and level. 3.6 Analyse students' results for the SLT and Board as required. 3.7 Adhere to NZQA guidelines for NCEA and other assessments.
4. Provide professional leadership and effectively delegate responsibilities within the department	4.1 Align Faculty goals with the School's strategic and annual plans. 4.2 Hold productive and regular meetings with other unit holders in the Faculty and with all members of the Faculty. Ensure that such meetings have agendas and that minutes are kept. 4.3 Maintain a culture of consultation within the Faculty about teaching strategies, standards of teaching, curriculum delivery, motivation of students and other matters. 4.4 Allocate staff to classes in consultation with DP responsible for timetable. 4.5 Provide leadership in the Faculty with use of ICTs for teaching and learning. 4.6 Encourage active participation in local and national subject associations by all members of the department. This includes attending

	subject association conferences wherever possible.
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5. Motivate and enhance staff performance and professional development	<p>5.1 Provide feedback about teaching performance.</p> <p>5.2 Provide assistance and support to encourage improvements in teaching performance.</p> <p>5.3 Implement our performance appraisal policy and programme effectively.</p> <p>5.4 Advise teachers about professional development objectives and opportunities and active participation in professional learning.</p> <p>5.5 Share your professional learning with members of the Faculty.</p> <p>5.6 Foster an understanding of the Treaty of Waitangi in the Faculty.</p>
6. Manage the Department/Subject budget and resources	<p>6.1 Prepare departmental budgets after consultation and in a timely manner.</p> <p>6.2 Confirm financial statements and approve invoices for payment.</p> <p>6.3 Develop and maintain department resources within the funding parameters.</p> <p>6.4 Manage department resources effectively.</p>
7. Induct new staff fully and effectively	<p>7.1 Establish and maintain contact with new staff as soon as they have been appointed.</p> <p>7.2 Be available to meet new staff prior to their taking up their position with the College.</p> <p>7.3 Continue to liaise with new staff, or delegate this explicitly, during the first few months of their work at the College. This will include diaried meetings with them.</p>
8. Demonstrate a willingness to contribute to the total functioning of the College	<p>8.1 Support the SLT in running the school in a collegial manner and maintain effective working relationships with colleagues.</p> <p>8.2 Contribute positively to the life of the school and its community.</p>
9. Demonstrate a willingness to respond effectively to the school's cultural context	<p>9.1 Demonstrate knowledge and understanding of social and cultural influences on learning.</p> <p>9.2 Select teaching approaches, resources, technologies and learning and assessment activities that are inclusive and effective for diverse learners.</p>

Other responsibilities