



HUTT VALLEY HIGH SCHOOL Job Description

POSITION TITLE:	Assistant Head of Department
SUBJECT:	Languages (specialising in French)
ENTITLEMENT:	Permanent position commencing 2018 1MU and 1MMA; 1 hour time allowance
RESPONSIBLE TO:	Head of Department/Learning Area
STAFF RESPONSIBLE FOR:	By negotiation with the Head of Department

Note that this position requires the successful appointee to be an experienced teacher of French, able to teach the subject to Scholarship level.

PRIMARY OBJECTIVES:

1. To assist the Head of Department in establishing and maintaining efficient and effective procedures consistent with the agreed philosophy, policies and structures of Hutt Valley High School. These procedures are concerned with:
 - a. The quality of teaching and learning
 - b. Personnel management
 - c. Financial management
 - d. Resource management
 - e. Curriculum management
2. To liaise with other subject areas, the administration of the school, parents/caregivers/whanau and the school's community.

RESPONSIBILITIES:

The Assistant Head of Department works with the Head of Department to perform the following tasks:

QUALITY OF TEACHING AND LEARNING

- Ensure that teaching is consistent with the aims and philosophy of the New Zealand Curriculum.
- Ensure that the staff are implementing the school's Connected Curriculum document's philosophy and are supporting the development of learning designed to exploit the Bring Your Own Device environment, using Chromebooks and Google Classroom, along with other digital tools specific to the subject.
- Lead departmental discussion of current curriculum developments.
- Ensure the shared planning of curriculum delivery within the department.
- Help to promote languages as an essential learning area, fostering language learning in the school, and seeking to increase retention into senior classes.

- Lead the professional growth of the department's teachers.
- Model and encourage effective teaching practice.
- Assist with embedding restorative practices within the style of classroom management
- Ensure that a data-driven foundation exists to underpin departmental decisions affecting teaching and learning

PERSONNEL MANAGEMENT

- implement and foster the Appraisal Support Group system.
- encourage staff to engage in relevant professional learning.
- provide an effective support programme for Provisionally Certificated Teachers.
- mentor and/or coach younger members of staff.
- hold regular Department meetings with agenda and minutes recorded.
- implement an effective and fair system for allocation of teaching loads and delegations of responsibilities within the department.
- encourage a positive and engaging learning environment within the department.
- support staff to problem-solve when issues arise.

FINANCIAL MANAGEMENT

- keep well-maintained and accurate financial records.
- maintain effective liaison with Executive Officer.
- seek department consultation to prioritise budget requests to the Principal.
- monitor and evaluate the effective expenditure of the annual budget for the department.

RESOURCE MANAGEMENT

- keep resources up to date, well maintained and well organised for staff use.
- maintain an effective database recording resources, maintenance and replacement.
- ensure departmental staff have ready access to department resources.
- involve departmental staff in resource planning.
- develop long term planning in resource management.
- enable department staff to evaluate the HOD/Asst HOD's performance by means of an annual survey.

CURRICULUM MANAGEMENT

- compile, update, evaluate and review the department scheme/management document.
- encourage and sustain a team approach to curriculum development and curriculum responsibilities.
- provide a managed programme of introduction of new curriculum concepts, and new teaching strategies.
- ensure the provision of individual programmes for students needing extension or remedial work.
- ensure a variety of appropriate methods of assessment is used in the department.
- ensure that the department follows the school's assessment policies.
- carry out appropriate moderation of summative assessments.
- ensure that the department maintains accurate records of student achievement.
- ensure that student progress is monitored against national curriculum objectives.
- ensure that monitoring against national curriculum objectives is used to set department goals for the year.
- monitor the timing, arrangements and risk management for all department field trips.

SCHOOL GOALS

- set departmental goals for the year, linked to school goals.
- ensure that goals are based on solid data analysis including by gender and ethnicity.
- ensure that adequate personnel/resource allocations are available to achieve these goals.
- ensure that progress towards these goals is monitored regularly.
- maintain a culture of excellence as the departmental overall objective.

PERSONAL

- make a contribution to the co-curricular life of the school.
- model professional standards in dress, action and language to department staff.
- model a sustainable work/life balance to departmental staff.