

ŌTAKI COLLEGE



Vacancy Information

Permanent, Full-time, Mathematics Head of Faculty – 2MU

Beginning Term One 2027

About Us

Ōtaki College is a Year 7-13, vibrant, culturally responsive co-educational school. We serve a connected and supportive coastal community. We are a Positive Behaviour for Learning and Huakina Mai School with a roll of approximately 450 students.

The Role

We are seeking a collaborative educational leader to steer ongoing curriculum innovation and champion positive outcomes for all rangatahi. The ideal candidate brings strong organizational skills and a commitment to fostering whanaungatanga and restorative learning practices. The role involves oversight of the Mathematics curriculum from Year 7 onwards. The Mathematics Head of Faculty is supported by two Assistant HoFs who contribute to the organisation of the Junior Mathematics curriculum. The ability to teach both Level 3 Statistics and Level 3 Calculus will be an advantage. The position includes a teaching load of four classes, which will be allocated according to the strengths and preferences of the successful applicant.

This role is eligible for the Teaching Bonding Scheme, worth \$40,000 over 5 years. See [Teacher Bonding Scheme](#) - for more information.

A Head of Faculty job description is included, outlining the key features of this role within the College.

Application should be by way of completed application form and CV, with a supporting statement written by the applicant. Where applications are emailed, a presumption will be made that the application form, with all disclosures, consents and understandings has been signed, unless otherwise indicated by the applicant. It is important that comprehensive contact information is provided for at least three referees. Applications are due Friday 6 November 2026.

Please do not hesitate to contact either me or Deputy Principal, Hamish Wood, to discuss any aspect of the position or application:

Andy Fraser – Principal, afs@otakicollege.school.nz, 06 364 8204, 027 4328829

Hamish Wood – Deputy Principal, hwd@otakicollege.school.nz, 06 364 8204, 027 3585812

Ngā mihi

Andy Fraser
Principal

19 October 2026

Head of Faculty

Purpose

- Provide professional leadership and effective management of the Faculty to ensure high-quality teaching, efficient use of resources, and continuous improvement in learning outcomes for all students.
- Model and actively promote best practice in teaching and learning within the Faculty.
- Lead the development, implementation, and evaluation of teaching and learning strategies that maximise student outcomes.
- Monitor and evaluate all aspects of the Faculty's work, responding proactively to emerging issues to ensure students are well supported throughout their learning journey.

Duties and Responsibilities

Overall Responsibilities

- Uphold and promote high standards across all areas of school life, with a strong focus on student progress and achievement.
- Support the Senior Leadership Team in embedding whole-school initiatives and practices.
- Facilitate curriculum development and change within the Faculty.
- Adhere to Teachers' Professional Standards and model them for others.
- Contribute actively to building and maintaining a positive, purposeful school culture.
- Support and develop the professional growth of teachers within the Faculty.
- Maintain awareness of health and safety requirements, addressing or reporting concerns appropriately.
- Support the relief coordinator in checking that staff relief is appropriate and timely.

Teaching and Learning

- Demonstrate a high level of awareness of educational developments and changes, particularly in the area(s) of responsibility
- Foster a stimulating learning environment that motivates and engages students.
- Encourage effective planning and teaching practices that prioritise active learning and achievement.
- Promote culturally responsive units of learning.
- Set and maintain high expectations within the Faculty, ensuring teachers design agreed schemes of learning, understand examination requirements, and meet assessment deadlines.
- Manage and organise the resources needed to deliver each subject area effectively.
- Use data to inform teaching and learning, track individual and cohort progress, and implement timely interventions to address underachievement. Monitor and evaluate achievement through sampling and benchmarking student work.
- Support cross-curricular initiatives to strengthen literacy, numeracy, and digital literacy.
- Play a leading role in the moderation process and oversee the setting of subject assessments and exams.

Developing the Practice of Others

- Provide effective advice and support to help colleagues enhance their teaching practice.
- Undertake appropriate professional development to enhance individual expertise in areas of management, administration and education
- Facilitate curriculum development and create opportunities for ongoing professional development.
- Distribute responsibilities across the Faculty to maximise provision and outcomes, recognising the strengths and skills of each teacher.
- Identify and act on opportunities for improving teaching and learning
- Encourage teachers to explore and develop new aspects of their teaching.
- Induct, mentor, and monitor new staff within the Faculty, fostering collaboration, teamwork, and the sharing of best practices.
- Support staff in managing challenging interactions with caregivers.
- Ensure high-quality resources and effective teaching strategies are regularly shared across the Faculty.

Communication and Leadership

- Represent and communicate effectively, to a range of audiences, the vision, goals and tasks of the school and faculty area of responsibility
- Align the Faculty's work with the school's vision and values.
- Communicate the Faculty's resource requirements (staff, space, equipment, and funding) effectively and efficiently.
- Facilitate departmental self-evaluation through analysis of student performance and contextual data, producing clear reports and action plans.
- Maintain Faculty Markbooks within the school SMS.
- Provide professional leadership to staff within the delegated area(s) of responsibility
- Make constructive contributions, where applicable, to the management of the school
- Chair Faculty meetings effectively, with focused agendas and actionable outcomes.
- Maintain clear and supportive communication with parents and caregivers, providing guidance on how they can support learning at home.
- Represent the Faculty at Head of Faculty meetings, advocating for its interests and ensuring alignment with whole-school priorities.

Personal Qualities

- Demonstrates respect for all members of the school community, regardless of position, gender, age, or cultural background.
- Displays a strong commitment to upholding Te Tiriti o Waitangi and Raukawatanga in the college.
- Shows passion for teaching and a strong commitment to education.
- Inspires students through a genuine love of learning and a dedication to supporting them in achieving excellence.
- Approaches challenges with positivity and a solutions-focused mindset.
- Highly motivated, collaborative, and committed to teamwork.
- Displays empathy and humility, with a genuine care for akonga — taking the time to listen, support, and motivate them.