



Porirua College

Job Description

Position: Head of Faculty - English

Responsible to: The Principal and Board of Trustees

Relationships with: SLT, Staff and Students

Primary purpose:

- To oversee English courses with learning focused schemes of work
 - To organise the delivery of the NZ English curriculum to engage students in learning
 - To lead and assist teachers in presenting the NZ English curriculum
 - To manage the resources of the English faculty
 - To develop assessment and reporting procedures in English
 - To strategically develop the English faculty within the school and community
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Responsibilities to the school:

- To provide leadership and develop strategic direction in the English faculty
 - To provide advice to the school or any of its agencies on any matter relating to English
 - To provide for the professional development and appraisal of all staff in the English faculty using TAI and keeping up with new developments in the learning area
 - To provide or support subject specialists to develop appropriate schemes of work for all English courses
 - To participate in the wider educational, collegial and cultural life of the school and in negotiated extra-curricular activities, school and community programmes
 - To ensure that lesson teaching plans are prepared that classroom resources are developed and managed that English is taught and students' work evaluated according to the NZ curriculum and school policy requirements
 - To analyse and review academic outcomes for students within the Head of Faculty English area of responsibility and to develop and deliver on plans to continue the improvement of learning outcomes for those students
 - To manage the English budget responsibly to meet the students' learning needs
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Responsibilities to the students:

- To lead the development of students' English knowledge, learning skills and dispositions within the English faculty
- To recognise and provide for the differing learning needs of students
- To get to know students and their families, developing positive relationships with understanding of ethnic cultural backgrounds

Responsibilities to the community:

- To promote and provide English and its associated skills and learning dispositions within the community
- To see that relevant cultural perspectives and examples are used where possible in the development of English skills and learning dispositions

Responsibilities to school management:

- To organise the delivery of the NZ English curriculum to all students
- To review the processes regularly in accordance with the school's quality management systems including a three year review cycle
- To ensure regular reporting within the agreed school cycle to parents and the Board of Trustees

Person specification:*Qualifications/knowledge:*

- University graduate or equivalent qualifications with English in degree/qualification
- Teacher Training and current certificate

Experience:

- Relevant experience teaching English in a secondary school
- Verifiable enthusiasm for teaching in a multi-cultural environment
- Preferable experience of teaching in a multi-cultural environment

Skills:

- Subject knowledge and passion
- Positive learning relationships with staff, students and families
- Pedagogical understanding and flexibility with good analytical skills to use data to enquire into and develop effective practice
- Cultural understanding of Māori and Pasifika
- Capacity to lead teaching and learning

Signed by

Date