



Hastings Girls' High School

Job Description - Head of Ngā ara Reo me ōna Tikanga

The Head of Ngā ara Reo me ōna Tikanga will lead a team in which high expectations of student achievement and engagement is the focus. They will have a commitment to culturally responsive practice based on Te Tiriti o Waitangi and equity and excellence for all students and ensure that staff in their department develop and sustain a shared practice to provide quality teaching and learning with this understanding at the heart. The Head of Ngā ara Reo me ōna Tikanga will seek ways to develop opportunities for students in Ngā ara Reo me ōna Tikanga

As Head of Department in Ngā ara Reo me ōna Tikanga you will be part of the Curriculum Team, work with the Deputy Principal (Curriculum and Pedagogy), connected with the work of the Kahui Ako, involved in leading the Ngā ara Reo me ōna Tikanga PLD in your department and are expected to contribute to the ongoing PLD and system reviews in the school.

Your key relationship will be with the Deputy Principal (Curriculum and Pedagogy) and they are your immediate line manager.

Area of Leadership	Key Goals - Professional Leadership	Key Aspects
Teaching and Learning	<ul style="list-style-type: none"> • Ensure their own understanding of culturally responsive practice has Te Tiriti o Waitangi at the heart • Ensures the team is confident in supporting their learners to understand their cultural heritage and uses this for strength-based learning • Evaluates the quality of teaching and learning to ensure its consistency for all learners in the department • Leads planning of a rich and locally based Junior Curriculum in line with the National Curriculum, school vision and goals • Ensures a continual review and development of a High Expectation Senior Curriculum • Ensures assessment practices allow all learners to demonstrate knowledge, competencies and skills and fall out of learning rather than drive it 	<ul style="list-style-type: none"> • Clear ways in which Te Tiriti O Waitangi is evident in practice • Ongoing student surveys, data gathering • Visits classes regularly, coaches and supports staff • Follows Pastoral management system with teachers/students • Planning, course outlines and curriculum and learning resources easily available • Work with team to develop formative and summative assessment practice • Meets with DP, HoDs to discuss practice, learning and improvement • Continues to seek PD for own practice and contributes to CG meeting constructively

	<ul style="list-style-type: none"> • Analyses learner and practice data to inform next steps in teaching and learning for the Department and innovative practice. • Develops department achievement goals that align with school goals • Keeps up to date with educational learning and practice and contributes to school developments/reviews • Ensures their own classroom practice is effective and a model for others and shares good practice with the team 	<ul style="list-style-type: none"> • Annual Board SPAR • Departmental goals • Leads regular discussion of data in departmental meetings and impact of teaching
Building high trust relationships	<ul style="list-style-type: none"> • Leads a highly effective team in which staff are encouraged and inspired to contribute to the work of the department • Ensures that staff are provided with appropriate guidance in areas of class management, teaching and learning and pastoral incidents • Supports and coaches staff in their own learning and PLD • Builds high trust relationships with staff, other HoDs, Deans and SLT and actively contributes to the vision and work of the school • Builds high trust relationship with whanau, iwi and supports team in doing the same • Builds high trust relationships with students and supports staff in doing the same • Connects and develops supportive relationships with other community groups/leaders outside the school. 	<ul style="list-style-type: none"> • Enables strengths and mana of staff, runs meetings focused on Learning and curriculum and encourages robust discussion • Delegates leadership to grow all staff in department • Supports staff in Pastoral management system • Communicates effectively with Deans, SLT and Whanau • Creates a welcoming connection with students and whanau to discuss learning • Attends whanau evenings, meetings as required and other events as appropriate
Resource management	<ul style="list-style-type: none"> • Manage the Department budget and resources effectively • Ensures all NZQA processes are followed and completed to deadlines 	<ul style="list-style-type: none"> • Effective systems in place, work with Financial Officer • Leads moderation, work with Assistant Principal (Principal's Nominee)