



## HUTT VALLEY HIGH SCHOOL

### HEAD OF LEARNING AREA (HOLA) ENGLISH POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Head of Learning Area - English (Permanent)
<b>SUBJECTS:</b>	English currently has within its spread: Junior school English, Senior English, Te Awakairangi (Sustainability and English), Literacy.
<b>ENTITLEMENT:</b>	4MU and 1MMA; 4 hours administration allowance. The appointee will teach 15 hours, and will carry out the pastoral functions of a mentor teacher. The Head is supported by a leadership team of two Assistant HOLAs, a TIC Literacy, a TIC Te Awakairangi and a TIC junior English (or similar).
<b>RESPONSIBLE TO:</b>	Principal, via the designated member of the Senior Leadership Team
<b>STAFF RESPONSIBLE FOR:</b>	Approximately 18 staff (including support staff).

#### PRIMARY OBJECTIVES:

1. To encourage an expansive view of teaching methodology that encourages staff to create a modern and dynamic approach to English. All staff at HVHS are guided by the school's [Connected Curriculum](#).
2. To liaise with students, parents and the school's wider community, with other subject areas and the administration of the school, to promote the interests of and student success in English.
3. Encourage and sustain a team approach to curriculum development and curriculum responsibilities. Build leadership capacity within the learning area.
4. Be an integral part of the HOLA teaching and learning team (made up of our 9 learning areas heads).
5. To maintain 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. Curriculum and assessment management
  - c. Personnel management.
  - d. Financial management
  - e. Resource management
6. Plan and monitor the achievement of English goals that are derived from the school's annual goals, and that are specific and measurable for the year.

## **RESPONSIBILITIES:**

The Head works with the English team to perform the following tasks:

### **THE QUALITY OF TEACHING AND LEARNING**

- Take part in and help to sustain a culture of continuous improvement in teaching and learning. This includes promoting reflective practices to develop teaching methodology, especially in respect of formative assessment practices, differentiated learning, and e-learning models.
- Promote excellence in teaching, ensuring that this is a key ongoing focus of departmental processes.
- Coordinate with the specialist classroom teachers to provide continuing opportunities to develop and refine teaching strategies used by English staff.
- Participate in and model restorative practices in building professional relationships with staff and students.

### **CURRICULUM AND ASSESSMENT MANAGEMENT**

- Maintain an open and outwardly focused course offering that makes links where possible with the business and tertiary education worlds and promotes the subjects taught within the department as modern and relevant courses that are attractive to students.
- Ensure that the junior English curriculum is taught to a high standard within the school, and that it promotes student interest in senior English courses and the achievement of NCEA Literacy requirements while ensuring that the Key Competencies underpin all that is done.
- Ensure that there is strong focus on opportunities for students to show national excellence, including in scholarship programmes running within or outside the regular school timetable.
- Compile, update, evaluate and review the relevant department management document by the end of February each year.
- Complete data analysis of all courses by strands or standards, with attached commentary by the end of February each year.
- Ensure that the department follows the school's assessment policies and procedures at all levels, including moderation.
- 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.
- Report to the Board of Trustees as part of the cycle of departmental presentations (approximately every 18 months), using the template provided for that process.

### **PERSONNEL MANAGEMENT**

- Oversee all English staff.
- Lead a collaborative team.
- Lead initiatives and have oversight of the wellbeing of staff.
- Lead professional learning.
- Contribute to an effective support programme for any Provisionally Certified Teachers involved in English.
- Hold regular Learning Area and/or subject-specific meetings with agenda and minutes recorded.
- Monitor classroom tone in the subject areas.
- Model reflective teaching practice.
- Implement an effective and fair system for delegation of responsibilities within the department, being mindful of the need to develop teachers' CV experience for professional advancement.
- Lead appraisal processes within the department.

### **FINANCIAL MANAGEMENT**

- Keep well-maintained and accurate financial records. The school has introduced Xero as its accounting package.
- Maintain effective liaison with the Business Manager.
- Consult with staff to prioritise budget requests to the Principal/Board of Trustees during each year's budget planning cycle.
- Monitor and evaluate the effective expenditure of the approved budget for the department.

### **RESOURCE MANAGEMENT**

- Keep resources up to date, well maintained and well organised for staff use.
- Continue to grow the use of online resources.
- Maintain an effective database recording resources, maintenance and replacement.
- Ensure departmental staff have ready access to department resources.

### **HEALTH AND SAFETY**

- Lead all health and safety processes within English for staff, students and workspaces.

### **PERSONAL**

- Make a contribution to the co-curricular life of the school.
- Model professional standards in dress, action and language to department staff.
- In a busy job, model a sustainable work/life balance to department staff.