



# Position Description

<b>TITLE OF POSITION:</b>	<b>Head of Department, English. Christchurch Boys' High School</b>
<b>WORKS WITH:</b>	<b>Assistant HOD, Curriculum Leaders, Teachers, Deans, Guidance, Support Staff, Students and Parents</b>
<b>REPORTS TO:</b>	<b>Headmaster &amp; Board of Trustees</b>
<b>PRIMARY TASK:</b>	<b>To provide inspiring teaching and learning opportunities in accordance with the school's values, vision and strategic priorities.</b>

<b>Key Tasks</b>	<b>Performance Indicators</b>	<b>Expected Outcomes</b>
<p><b>Overarching</b></p> <p>Make use of your professional knowledge, leadership and understanding to create a stimulating, challenging and supportive learning environment that promotes the Learning Area and student educational success</p>	<ul style="list-style-type: none"> <li>Engaged and successful learners observed.</li> <li>All required systems and processes adhered to and successfully managed.</li> </ul>	<ul style="list-style-type: none"> <li>Highly functioning departments with teachers who have enthusiasm and passion. Quality teaching and learning is observed.</li> </ul>
<p><b>School Charter</b></p> <p>To support the vision and values of the School.</p>	<ul style="list-style-type: none"> <li>The values and learning culture embodied in the School Charter/Strategic Plan are upheld.</li> <li>HOD is seen as part of the school leadership responsible for effective promotion and delivery of the school curriculum and practice</li> </ul>	<ul style="list-style-type: none"> <li>The school Charter is supported in Learning Area/Curriculum policies, procedures and practice.</li> <li>The HOD contributes to and supports the effective operation of the school.</li> </ul>
<p><b>Management and Administration</b></p> <p>To accept overall responsibility for the teaching and learning within the Department or subject area by:</p> <p>a) Ensuring that National requirements (NAGS, NEGS) and school policies and procedures are met.</p> <p>b) Conduct or contribute to curriculum meetings and keep minutes of these.</p> <p>c) Update the subject-specific information in the Curriculum Handbooks annually in readiness for mid-year production.</p>	<p>The HOD shall, within the area of responsibility:</p> <ul style="list-style-type: none"> <li>Ensure schemes are available to teachers and updated regularly in line with school policies and the Curriculum Framework (Year 9 -13).</li> <li>Teach units of work linked to achievement objectives/syllabus.</li> <li>Carry out ongoing curriculum development.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers have a clear statement of programmes the Department provides.</li> <li>All schemes of work reflect national policies and guidelines and are current.</li> <li>Staff are involved in discussion on policy and curriculum matters.</li> <li>Teachers are given constructive advice and endorsement.</li> <li>Staff are given opportunities to take responsibility and to take a leadership role within the Department from time to time.</li> </ul>

Key Tasks	Performance Indicators	Expected Outcomes
<p>d) Ensure learning and working environment are maintained and well-presented.</p> <p>e) Ensure all reporting and reviews requirements are complete.</p> <p>f) Supervising teaching at all levels. <i>(if required)</i>.</p> <p>g) Promote and participate in a collaborative and supportive team approach.</p> <p>h) Instigate and maintain communication.</p> <p>i) Be responsive to student and teacher concerns and to initiate follow-up procedures where appropriate.</p> <p>j) Facilitate the performance management of Department staff.</p>	<ul style="list-style-type: none"> <li>• Keep up to date with curriculum changes at the national level.</li> <li>• Ongoing review and evaluation to improve the performance.</li> <li>• Maintains the development of programmes within the Department that are responsive to student needs, school goals and are in line with National Curriculum statements. Will be specifically responsible for programmes within at least one department.</li> <li>• Ensure that the procedures for making decisions in the teacher's area of responsibility are in keeping with the School's agreed policy.</li> <li>• Provide effective advice and guidance to all teachers within the Department.</li> </ul>	<ul style="list-style-type: none"> <li>• Job descriptions for all members are written and maintained.</li> </ul>

Key Tasks	Performance Indicators	Expected Outcomes
<p>Curriculum Delivery</p> <p>To promote student learning and achievement within the School curriculum plan.</p>	<p>The HOD shall, within the area of responsibility:</p> <ul style="list-style-type: none"> <li>• Understand the aims of the area of responsibility</li> <li>• Oversee the competency of staff in the content of the area of responsibility.</li> <li>• Ensure the development of schemes and evaluation programme that follow the review cycle.</li> <li>• Be aware of national educational developments and changes, particularly in her/his area of responsibility.</li> <li>• Responsibilities for curriculum areas will be delegated as appropriate within the Department.</li> <li>• Understanding of technology and how that connects to the curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• The HOD will provide a professional role model for members.</li> <li>• Individual student achievement and areas for improvement can be identified.</li> <li>• Performance indicators are developed to provide an annual measurement of student achievement at the end of each level.</li> <li>• All required reporting /assessment /documentation is completed and submitted in a timely fashion.</li> <li>• External examination results are monitored, and any necessary steps are taken to improve them. E.g. Moderation audits.</li> <li>• HOD is up to date with National Curriculum / NZQA or MoE initiatives <i>especially youth pathways, career benchmarking</i></li> <li>• Technology and e-learning blended into the curriculum and actively advocated and supported</li> </ul>
<p><b>Resource Management</b></p> <p>To provide effective resource management and administration systems.</p>	<p>The HOD shall, within the area of responsibility:</p> <ul style="list-style-type: none"> <li>• Prepare and monitor the annual budget and support staff resourcing in consultation with appropriate staff.</li> </ul>	<ul style="list-style-type: none"> <li>• An annual budget for the Department is prepared. Linked in with departments.</li> <li>• Budget responsibilities are delegated to members on the basis of curriculum responsibilities within Department</li> <li>• Regular comparisons are made of actual expenditure with budget.</li> </ul>

Key Tasks	Performance Indicators	Expected Outcomes
<p><b>Performance Review</b></p> <p>To facilitate the performance management of staff and maintain regular review cycles.</p>	<p>The HOD shall, within the area of responsibility:</p> <ul style="list-style-type: none"> <li>• Model the teacher as inquiry process.</li> <li>• Evaluative reviews and progress reporting to occur under usual school cycles</li> <li>• Support and participate in school-wide learning /initiatives</li> <li>• Develop a professional learning programme for the Department, and takes specific responsibility. (links to school wide and targets)</li> <li>• Ensure individual, and Department goals are linked to the school charter/goals.</li> <li>• Ensure all staff will have an equal opportunity to attend identified courses to meet their needs for ongoing development.</li> <li>• Conduct regular appraisal meetings with each staff member.</li> </ul>	<ul style="list-style-type: none"> <li>• Carry out regular performance review of teachers within the Department or link into regular department cycle.</li> <li>• Ensure teachers seek and receive regular feedback from students and participate in observations. (use standardised templates)</li> <li>• Clear targets are set.</li> <li>• Appraisal process is completed</li> </ul>
<p><b>Relationships with Students</b></p> <p>To encourage a purposeful and supportive learning environment that engages student success.</p>	<p>The HOD shall, within the area of responsibility:</p> <ul style="list-style-type: none"> <li>• Monitor and evaluate department programme and classroom delivery to identify equitable and inclusive practice</li> <li>• Monitor teachers/student relationships, ensure appropriate advice and guidance is available, and work effectively within the school guidance network.</li> <li>• Ensure staff and students are aware of ways in which grievances may be resolved.</li> </ul>	<ul style="list-style-type: none"> <li>• Members actively support school's policy/procedures on curriculum, discipline, etc.</li> <li>• OSH requirements for a safe environment are understood and procedures followed.</li> </ul>

Key Tasks	Performance Indicators	Expected Outcomes
	<ul style="list-style-type: none"> <li>• Students' learning opportunities are not disrupted.</li> <li>• Ensure effective and regular feedback and feed-forward is provided to each student</li> </ul>	
<b>Relationship with Community</b>	<p>The HOD shall, within the area of responsibility:</p> <ul style="list-style-type: none"> <li>• Recognise the role of the School in the community.</li> <li>• Develop and foster productive science relationships between the School educational and business community.</li> <li>• Be able to identify, and be willing to work with, the relevant groups in the community</li> <li>• Oversee that parents receive quality information about their son's progress.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to actively engage and develop relationships with key stakeholders e.g. tertiary, MoE and partner schools</li> <li>• Contribute to various meetings, and being fully approachable and readily available for consultation with required stakeholders</li> <li>• Attend School/Parent evenings and support relevant programmes/events/hui or fono.</li> <li>• All teachers complete reports and parental communication in a timely fashion.</li> <li>• Promote Department through the appropriate channels, e.g., Newsletter, website (updates) or other marketing material.</li> </ul>

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In addition to Head of Department Position Description the following tasks are required specific to the English Department.

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Have an active interest in, and awareness of English beyond the school (likely to be a member of NZETA or similar) and to encourage other staff to belong to professional organisations which will assist in keeping them up to date in their areas of expertise.

Make professional books and other publications readily available.

Establish liaison with other school departments to rationalise programmes or establish where programmes can be complementary.

On Open Nights and other similar occasions present department directions and achievements to prospective students, parents and others in the community.

Contribute English news to the school newsletter, Board of Trustees meetings

PERSONAL ATTRIBUTES AND COMPETENCIES	
1.	<b>Promote CBHS' Values and Vision:</b> Contribute to a positive working environment. An advocate for CBHS and our students.
2.	<b>Leadership: Maintaining energy and motivation in the face of setbacks, additional pressures and workloads. Seeking to exert influence, taking charge, leading and directing the efforts of others towards the goal. Being a positive influence on co- workers.</b>
3.	<b>Initiative:</b> Anticipating needs, keeping abreast of changes, being proactive and taking unsolicited action to achieve goals beyond what is required outside the immediate role. Requires minimal direction in performing tasks.
4.	<b>Oral Communication:</b> Exchange information and ideas in a clear, concise and open manner, with both internal and external customers, whilst being receptive to alternative view points and ideas. Listening to others and handling sensitive one-on-one conversations effectively and respectfully.
5.	<b>Written Communication:</b> Uses knowledge of CBHS structures, processes and culture to write effective reports. Identify significant trends, issues and challenges which impact on CBHS. Presents written communication and information, analysis mark ups and ideas in a clear, concise, accurate manner. Uses appropriate writing style.
6.	<b>Time Management:</b> Prioritising tasks effectively to meet deadlines ensuring a consistent workflow despite interruptions. Takes ownership and responsibility for ensuring cost efficiency by working accurately and efficiently. Handles multiple demands and competing priorities.
7.	<b>Problem-solving/analysis and decision-making:</b> Identifying and analysing issues, problems and opportunities in a timely and effective manner; developing appropriate solutions or taking effective action that is consistent with the facts, constraints and probable consequences.
8.	<b>Establishing Credibility &amp; Trust:</b> Demonstrates expertise and professionalism in all interactions, gaining the confidence of clients and others. Maintains a calm and professional manner, even in situations of conflict, stress and rejection. Builds and extends Trust. Communicates an understanding of the other person's interests, needs and concerns. Demonstrates honesty, keeps commitments and behaves in a consistent and appropriate manner. Provides frank, open and accurate feedback whilst avoiding destructive comments.
9	<b>Accuracy:</b> Consistently meets high standards by paying attention to detail, displaying pride in work, and ensuring that the finished product is always of the highest standard.
10	<b>Teamwork:</b> Treats all stakeholders with dignity and respect. Looks for ways to encourage participation and providing encouragement to bring out the best in others. Creating a climate in which people work successfully together and do their very best.

**APPROVED BY:**

Nic Hill

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Headmaster's Signature

Date: