



Paraparaumu College

(Te Kāreti o Paraparaumu)

Job Description: HOD Māori (2MU, 1MMA)

Responsible to the Principal, and Head of Languages Learning area, the HOD Māori is the leader of teaching and learning in the Māori department. The HOD is to consistently reflect the school CARE values in how they work within the department and the school, embrace restorative practices and develop innovative programmes that align with the PC Way. Always working to achieve equitable outcomes for all learners, the HOD will promote a student potential approach and the Paraparaumu culture of high expectations, inclusion and excellence for all students. Planning and decision making within the department takes account of the school's priorities:

- Achieving the highest equitable outcomes for all learners
- Developing future ready courageous learners
- Fostering connectedness and belonging for all ākonga

The HOD will support the culture of collaboration and reflective teaching practice within the learning area.

Details of the responsibilities are listed below.

LEADERSHIP & MANAGEMENT

In addition to the key responsibilities of a subject teacher the Head of Department will:

- Lead the development and delivery of outstanding learning programmes where blended use of e-learning supports teaching and learning.
- Lead formative and summative assessment practices that support student progress and are carried out in accordance with the school's policy and requirements of external agencies.
- To provide high quality teaching for learning within the Māori department that meets the needs of all students, and ensure high standards of attainment and progress.
- Lead regular review of the department, student outcomes, schemes of work and teaching programmes to achieve desired outcomes
- Ongoing, active monitoring, of student achievement at all year levels and targeted intervention as required.
- Update of department management document according to the template provided, including courses of work and guidelines specific to the department
- Provide and maintain a cohesive, empowered, purposeful working environment for all staff and students in the department
- Oversee regular effective communication home and the reporting on student progress – online, via email, and at student-parent-teacher interviews; other contact as necessary in consultation with staff and/or Dean/s
- Maintain overview of ongoing professional learning for staff in a variety of contexts including but not limited to, departmental meetings, other on-site opportunities and/or off-site opportunities; consult staff on professional learning needs and assist them to access appropriate opportunities
- Coordinate departmental goal-setting in alignment with school-wide goals, and monitor and report on progress towards goals
- Ensure that appraisal for professional improvement and re-registration using the PTCs is embedded in the department
- Manage staff, teaching and non-teaching, including allocation of departmental duties
- Utilise and share the knowledge and expertise of departmental members

- Participate actively in wider-school discussion and decision-making about vision, effective pedagogy, curriculum
- Provide constructive support, advice and guidance to all staff, with special focus on Provisionally Certified Teachers
- Maintain a general overview of annual achievement of students in various courses offered and make any changes necessary informed by this data
- Additional tasks and responsibilities as directed by SMT and Principal

ADMINISTRATION

In addition to the administration skills of a subject teacher the Head of Department will:

- Carry out administrative duties carefully and accurately; maintain accurate departmental records
- Prepare budgets and keep an accurate record of expenditure
- Coordinate assessment and moderation, including assessment for qualification
- Coordinate information for academic monitoring
- Allocate staff to classes and make recommendations to timetablers
- Attend staff briefings, staff meetings, department meetings, CLG and other meetings which have a bearing on teacher professional learning and the development of the Paraparaumu College curriculum
- Report regularly as required to Senior Leaders and the Principal and Board of Trustees, including annual reporting on student achievement at all levels
- Convene departmental meetings according to the school meeting cycle; maintain transparent records and follow up on action points and decisions made
- Provide and administer resources in the curriculum area, including resources for staff professional learning
- Liaise with external organisations, including subject associations, national advisors

LEADERSHIP IN TIKANGA MĀORI

In this role as HOD Māori the position acknowledges the importance of leadership and knowledge sharing in the following areas:

- Tikanga Māori including school waiata and school haka.
- Ako, equity, and the Treaty.
- Representing our kura at community events and tangihanga.
- Liaising with other schools, whānau, the community and Kaumātua.
- Facilitating the processes around opening ceremonies, blessings and Whaikōrero.
- Tutoring or coordinating the tutoring of kapa haka rōpū ready for regional competitions, prize giving ceremonies, and pōwhiri or other events
- Supporting ngā manu kōrero competition organisation and helping students prepare for it

PERSONAL ATTRIBUTES

In addition to the person attributes of a subject teacher the Head of Department will have:

- Proven leadership skills and curriculum knowledge
- Excellent communication and inter-personal skills
- The ability to lead and be part of a team
- The ability to develop leadership in others
- Prepared to take risks
- Commitment to supporting Paraparaumu College and the College community

Note

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. A review of the post and its responsibilities will be undertaken periodically and may result in modification to the tasks of the post holder. The job description, is current, but in consultation with the post holder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the salary and job title.