Wellington Girls' College

JOB DESCRIPTION

Assistant Head of Department

Responsible to:	Principal
Functional Relationships with:	Head of Department Subject teachers Students Deans Senior Management Team Parents HOD Learning Support Pasifika Achievement Advisor Gifted & Talented Coordinator Senior Learning Support Advisor Subject Association
Annual Term of Engagement:	Permanent full time position
Terms of Employment:	As per the Secondary Teachers' Collective Agreement
E.E.O. statement:	Wellington Girls' College is an equal employment opportunities employer

OVERVIEW OF POSITION:

To provide support for the Head of Department in the following dimensions:

- To lead the provision of learning opportunities, with and through technologies, that equip students to be confident, connected, innovative, resourceful, learners
- To reference planning and decision making to the Wellington Girls' College mission, vision and values statements
- To apply, reflect and report on the Registered Teacher Criteria across teaching practice, and to support members of the department to do so
- To promote a student potential approach and the Wellington Girls' College culture of high expectations, inclusion and excellence for all students

KEY RESPONSIBILITIES:

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

- Lead aspects of the planning and delivery of learning programmes and the assessment of student progress as agreed with the Head of Department and in accordance with the Wellington Girls' College curriculum, Wellington Girls' College Guidelines and Procedures, and requirements from external agencies including NZQA and MOE
- Contribute to the regular review and update of department management document according to the template provided, including courses of work and guidelines specific to the department
- Provide and maintain a purposeful working environment for all staff and students in the department
- Contribute to departmental goal-setting in alignment with school-wide goals, and monitor and report on progress towards goals
- Support the Head of Department in ensuring that appraisal for professional improvement and re-registration using the RTCs is embedded in the department
- Manage staff, teaching and non-teaching, as directed by the Head of Department
- 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 staff as directed by the Head of Department, with special focus on Provisionally Registered Teachers
- Model best practice to department as a pastoral leader/wānanga teacher
- Contribute as required to maintaining a general overview of progress of students in the department
- Additional tasks and responsibilities as directed by Head of Department

ADMINISTRATION

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

- Carry out administrative duties carefully and accurately; maintain accurate departmental records
- Contribute to preparation of budgets as required by the Head of Department
- Coordinate assessment and moderation at specified year levels, including assessment for qualification
- Coordinate information for academic monitoring
- Attend staff briefings, staff meetings, department meetings, and other meetings which have a bearing on teacher professional learning
- Report regularly as required to Head of Department
- Provide and administer resources in the curriculum area, including resources for staff professional learning
- Liaise with external organisations as required, including subject associations, national advisors

PERSON ATTRIBUTES

In addition to the person attributes of a subject teacher the Assistant 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
- Commitment to supporting the College and the College community

This position is subject to the requirements of the Vulnerable Children Act 2014.

Wellington Girls' College is declared a smoke-free area and has a no smoking policy for staff and students..

Signed: Employee: _____

Principal: _____

Date: _____