

Wellington Girls' College
JOB DESCRIPTION
Head of Department Mathematics

Responsible to: Principal

Functional Relationships with: Subject teachers
Students
Deans
Senior Management Team
Parents
HOD Learning Support
Māori & Pasifika Achievement Advisors
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 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 Head of Department will:

- Lead the planning and delivery of learning programmes and the assessment of student progress in accordance with the Wellington Girls' College curriculum, Wellington Girls' College Guidelines and Procedures, and requirements from external agencies including NZQA and MOE

- Lead 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
- Oversee regular 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 RTCs 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 Registered Teachers
- Model best practice to department as a pastoral leader/form teacher
- Maintain a general overview of progress of students in the department
- 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, and other meetings which have a bearing on teacher professional learning
- Report regularly as required to SMT, 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

PERSON 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
- Commitment to supporting the College and the College community

Personal qualities:

- Warmth
- Humour
- Excellent written and oral skills
- Energy
- Creativity
- Active listener
- Resilience
- Perseverance

Professional qualities:

- Team player - good with people and willing to work creatively to solve problems
- Keen to learn
- Hard worker
- Sound curriculum knowledge - NZC and NCEA
- Professionally brave and a risk taker
- Innovative & inclusive practitioner
- Problem solving skills
- Demonstrated ability in new thinking and the ability to lead others' thinking
- Flexible - about tasks but also in their approach to things
- Enjoys working with teenagers
- Intellectual capacity/rigour
- Some experience in leadership (as opposed to management or admin) which has had a positive impact in his/her current school
- An ability to see the bigger picture - and understand your department and the students in it are part of a larger whole
- Willingness to be actively involved with co-curricular, school and departmental activities

This position is subject to the requirements of the Vulnerable Children's 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: _____