

**Wellington Girls' College**  
**JOB DESCRIPTION**  
**Acting Head of Department English Language**

<b>Responsible to:</b>	Principal
<b>Functional Relationships with:</b>	Subject teachers Students Deans Senior Management Team Parents HOD Learning Services Māori & Pasifika Deans Gifted & Talented Coordinator Senior Learning Support Advisor Subject Association
<b>Annual Term of Engagement:</b>	FTC 2024
<b>Terms of Employment:</b>	As per the Secondary Teachers' Collective Agreement
<b>E.E.O. statement:</b>	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/wānanga 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

**This position is subject to the requirements of the 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: _____