



Liston College

Head of Department

Job Description 2018

Mission Statement

In partnership with its community, Liston College will create and maintain a school environment centred on Catholic values. It will, equitably, encourage students in its care to strive to use their abilities to the fullest, as members of society and of the Catholic community.

As a Head of Department, you are an important member of the Liston College community. You will, along with all Liston College staff, collectively ensure that the school operates successfully and effectively and maintains a positive public image.

The primary objectives of this position are to:

- Support the Special Character of the college as outlined in the Mission Statement.
- Provide professional leadership
- Be responsible for the effective departmental management of curriculum, assessment and evaluation consistent with the National Education Goals, National Education Guidelines, the National Curriculum and appropriate school policies and procedures.
- Ensure effective utilization of financial and physical resources.
- Be responsible for the effective day-to-day running of the department.
- Implement, review and report on those aspects of the school wide strategic plan / operational plan that pertain to the department.
- Be available to assist with other duties.

Responsible to: The Principal

Key Tasks	Performance Indicator
1. Special Character	<ul style="list-style-type: none"> • Support the Special Character of the College as outlined in the Mission Statement • Ensure that the Special Character of the college is evidenced in all department activities and documentation.
2. Professional Leadership	<ul style="list-style-type: none"> • Is a competent teacher meeting the Practising Teacher Criteria / Professional Standards for an experienced teacher • Set goals and targets for the department annually in discussion with staff. • Lead and assist staff proactively to improve their skills in teaching and learning approaches. • Act as a role model for staff on professional teaching practice through classroom modeling. • Demonstrates knowledge of the current issues and initiatives in education, including Maori and Pasifika education. • Is an active member of the HOD team and contributes to professional debate within the school. • Support departmental staff, the Principal and the Senior Leadership Team in implementing school policies, initiatives and the strategic plan. • Is actively involved in the wider life of the school. • Undertake appropriate professional development in order to keep up to date with current management and professional practices. • Foster good working relationships in the department • Delegate tasks as appropriate. • Use the skills and abilities of staff as effectively as possible. • Meet scheduled requests for information in a timely fashion

3. Management of Curriculum, Assessment and Evaluation

- Ensure programmes reflect the school policies and Special Character
- Ensure units of work and departmental policies contain clear and adequate guidelines for staff.
- Ensure units of work show links to the national curriculum statements, the course objectives and contain references to the teaching resources available in the department.
- Prepare courses that cater to the learning needs of students.
- Ensure programmes and policies reflect the social and cultural factors of the college community.
- Monitor the curriculum regularly through departmental meetings, classroom observations and other appropriate methods.
- Review units of work and courses at regular intervals.
- Provide opportunities for co- curricular activities and extension for students
- Ensure appropriate assessment methods are used at each year level which are valid, fair and consistent
- Ensure students receive course outlines and assessment information.
- Ensure senior students are enrolled for the correct Achievement Standards in Kamar each year.
- Maintain an accurate record of assessment results at each year level.
- Analyse assessment data to monitor student achievement and identify trends.
- Identify and monitor the academic progress of students especially
 1. Those at risk of not achieving
 2. Priority Learners
- Develop strategies for improving student achievement and for ensuring appropriate performance levels for national qualifications.
- Ensure Report Bank comments are checked each year and a system in place in the department for checking of Progress, Mid-Year and End of Year Reports
- Promote student learning by communicating with families and whanau.

<p>4. Staff Management</p>	<ul style="list-style-type: none"> • Hold regular department meetings and record the minutes. • Communicate effectively with other staff members in and outside the department • Ensure that staff have clear responsibilities within the department • Visit classes of the teachers in the department to offer support and guidance • Support staff in matters of classroom management. • Foster positive classroom management practices. • Provide staff with opportunities for professional development. • Provide opportunities for departmental staff to be involved in regional and / or national professional associations. • Appraise staff annually as part of the Performance Management process in the school. • Participate in the recruitment process of new department members • Prepare an annual departmental report for the Principal as required.
<p>5. Resource Management</p>	<ul style="list-style-type: none"> • Ensure the department operates within the budget. • Develop systems that reflect good resource management. • Make available a variety of teaching resources to cater for the individual learning styles and ability levels. • Ensure classrooms are well set out with attractive displays (student work, appropriate posters, career information)
<p>6. Teaching Duties.</p>	<ul style="list-style-type: none"> • Takes timetabled classes as required /negotiated each year. • Fulfils and meets the Code of Professional Responsibility and Standards for the Teaching Profession as set out by the Education Council.
<p>7. Department Specific Tasks</p>	<ul style="list-style-type: none"> • As negotiated and set each year.

