

Thames High School

Te Kura Tuarua o Te Kauaeranga



Role Description: Head of Department / Curriculum Area

Position Title	Head of Department / Curriculum Area
Responsible To	Tumuaki Tuarua / Deputy Principal, Tumuaiki / Principal
Responsible For	Teachers / other departmental staff as relevant
Functional Relationships with:	Senior Leadership Team, All school staff, parent community and external stakeholders.
Functional Delegations (Limits to Authority):	According to annual delegations and specific portfolios
Terms and Conditions:	The conditions of employment (including remuneration) are as stated in the Secondary School Teachers' Collective Agreement.

Generic Role Description (Head of Department / Curriculum Area)

A Head of Department / Curriculum Area has specific curriculum and assessment responsibilities to lead the delivery of one or more subjects within a curriculum area. A Head of Department / Curriculum Area will liaise with all teachers of courses within the relevant area(s) of responsibility.

A Head of Department / Curriculum Area will manage the development and implementation of teaching and assessment programmes that promote the highest possible achievement of students, and fulfil the requirements of The New Zealand Curriculum, within a Learning or Curriculum Area.

A Head of Department / Curriculum Area is an expert in the Learning and/or Curriculum Area, maintaining an up-to-date awareness of changes or initiatives within the area to respond effectively to these. He/she must analyse student achievement data, identify any issues and trends, and lead the development of strategies in response to any concerns. A reflective and collaborative approach and commitment to self and team development is expected. Resources must be effectively managed to provide appropriately for the delivery of the curriculum programmes.

A Head of Department / Curriculum is an essential member of the wider leadership of the School. He/she contributes to the overall curriculum development at the School in collaboration with other Heads of Department / Curriculum and Senior Leadership Team. A

As a person in a position of responsibility at Thames High School, a curriculum leader must represent the school in the best possible light and therefore maintain the highest possible standards of professional relationships, communication, and presentation to the community.



Generic professional responsibilities for a curriculum leader

Reference is made to [Supplement 1 of STCA for Unit Holders](#) (those who have assumed specified leadership, pastoral, administrative or task-specific responsibilities as required by the job description attached to the unit(s), and cover the areas of:

- Resource Management
- Staff and Student Management
- Professional Leadership

These are effectively subsumed as part of the role description as expectations for all unit holders.

Specific responsibilities

These are as negotiated and may be changed with agreement of the Tumuaki / Principal.

The specific area of responsibility include:

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Professional responsibilities	Key performance indicators / expectations
1. Leadership and Administration	<ul style="list-style-type: none"> • Support relevant subject/course teachers in the delivery of the subject area(s), encouraging a supportive and collaborative approach. • Ensure day-to-day management is efficient and supports the effective operation of the Learning Area / Department. • Ensure that Learning Area / Department Annual Plan is aligned with the School Strategic and Annual Plans. • Represent the Learning Area / Department to all relevant stakeholders. • Contribute to the evaluation and review of school programmes, processes, and procedures. • Support and contribute to the curriculum and pastoral leadership in the School, including attending all relevant meetings.
2. Curriculum and Assessment	<ul style="list-style-type: none"> • Develop, review, and implement teaching programmes (teaching schemes, unit plans, calendars and course outlines) in the relevant subject area(s) that fulfil the requirements of The Zealand Curriculum, relevant National Administration Guidelines and, where relevant, NCEA requirements. • Prepare and carry out assessments according to Thames High School (NZQA Quality Assurance Department assessment procedures and policies (consistent with NZQA Managing National Assessment requirements) • All assessment documentation and procedures meet the requirements for effective, valid, and fair assessment (School and NZQA requirements).
3. Student Performance and Management	<ul style="list-style-type: none"> • Improve student achievement through the support of teachers and development of effective teaching programmes. • Monitor student achievement data to identify issues or concerns and respond appropriately. • Promote positive student behaviour management and support with effective procedures to foster student learning
4. Staff Management and Development	<ul style="list-style-type: none"> • Ensure that personal and team professional development is an ongoing focus. • Ensure that all staff have curriculum scheme(s), unit plans and other planning tools to ensure a well-planned and coherent curriculum is provided. • Carry out performance management / professional growth cycle processes. • Maintain awareness of staff needs and respond effectively to these. • Assist in the allocation and appointment of staff (where relevant). • Promote a safe working environment for staff and students as a shared responsibility.
5. Resource Management and Development	<ul style="list-style-type: none"> • Teaching resources appropriate to the department are developed and maintained. • Promote a suitable learning environment to enhance learning and teaching. • Maintain accurate records and produce detailed budget proposals, and ensure expenditure is within the approved budget.
6. Other responsibilities	<ul style="list-style-type: none"> • The Classroom Teacher Role Description is subsumed into these responsibilities.



