

Mount Hutt College – Head of Faculty - Job Description Head of Faculty

Key Tasks	Activities	Performance Indicators
Responsible leadership and ensuring high standards of curriculum. Faculty and School wide	<ul style="list-style-type: none"> ▪ Annually update faculty management manual and distribute to all faculty members ▪ Constructive contribution to the management of faculty and school ▪ Promote effective pedagogy within the faculty and school wide ▪ Observe and be observed by teachers in the classroom ▪ Keep professionally up to date ▪ Review and prepare material for option booklets and other promotional material 	<ul style="list-style-type: none"> ▪ Keep faculty management manual under constant review and consistent with the new Zealand Curriculum ▪ Attends relevant school curriculum update meetings and co-ordinates relevant faculty curriculum update opportunities ▪ Review all off-site components of courses ▪ Keep up to date with curriculum and educational developments ▪ Contributes proactively to Heads of Faculty meetings ▪ Sets goals and objectives with faculty for observation ▪ Actively observe every teacher in the faculty once a term. Reviews observations with teachers concerned, comments included in annual appraisal process ▪ Arranged for faculty staff to observe own class at least once per year ▪ Undertake regular and relevant professional development ▪ Faculty material for student and parent information is current and user friendly

<p>Ensure effective teaching and learning within faculty</p>	<ul style="list-style-type: none"> ▪ Set and review annual faculty goals and objectives ▪ Convene, keep accurate records, of regular faculty meetings ▪ Prepare and monitor using a spreadsheet, annual department budget ▪ Provide constructive support, guidance, advice for faculty members ▪ Provide systems for effective review of faculty teacher pedagogy and performance ▪ Complete school appraisal process for faculty staff ▪ Provide guidance and support for Provisionally Registered Teachers following PRT Manual expectations ▪ Delegate responsibilities to faculty members to promote leadership and ownership ▪ Ensure faculty staff are professionally up to date 	<ul style="list-style-type: none"> ▪ Goals and objectives are established at the start of the year to support and reflect school wide goals and objectives ▪ Minutes kept at meetings are accurate, recorded and available to all staff ▪ Budget is set and approved by November each year ▪ Regular reviews made as part of Faculty professional development goals and School Appraisal process ▪ Provide for appropriate teacher observation annually and keep appropriate records ▪ Annually appraise faculty teaching staff ▪ Record and provide relevant information to the Principal on PRTs within the Faculty ▪ Evidence of delegations shown in Faculty minutes ▪ Professional development opportunities are identified and promoted to Faculty staff ▪ In-service professional development opportunities arranged where necessary
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<p>Responsibility for assessment and moderation and reporting</p>	<ul style="list-style-type: none"> ▪ Coordinate Faculty assessment ▪ Record achievement data appropriately ▪ Monitor and record student progress against National Achievement Objectives at all levels ▪ Ensure reporting of student progress is appropriate and relevant and timely ▪ Manage NCEA/School assessment processes and schedules ▪ Faculty Moderation of assessment is in line with NCEA and School moderation procedures 	<ul style="list-style-type: none"> ▪ Student assessment opportunities are appropriate and timely, in line with school wide policy and procedures ▪ Data from assessments is collected, recorded and available for review at Faculty and School level ▪ Reporting student attainment and progress meets school wide procedures ▪ Feedback to students post assessment to be made within 10 school days ▪ Internal Moderation of NCEA assessment is carried out and recorded
<p>Maintains current Faculty Management Document</p>	<ul style="list-style-type: none"> ▪ Prepare and implement programmes of work ▪ Review programmes of student work 	<ul style="list-style-type: none"> ▪ Faculty Management Document is current ▪ Annually review programmes ▪ A copy of the current Faculty Management Document is provided to the Principal at the start each year

<p>Be an effective leader and professional role model</p>	<ul style="list-style-type: none"> ▪ Take part in school policy making ▪ Be proactive and visionary ▪ Promote the faculty positively ▪ Regularly evaluate progress towards goals and objectives ▪ Proactively contribute to HOF and other staff meetings ▪ Encourage and promote interest in wider school initiatives and activities 	<ul style="list-style-type: none"> ▪ Proactive in whole school planning processes ▪ Promote Faculty and school in the community through the school newsletter, Snowfed publication, local media, meetings of education personnel at regional and National level ▪ Every term reviews progress towards Faculty and School goals and objectives, progress is recorded ▪ Contributes positively to both HOF and Staff meetings through discussions, setting agenda items, presenting Faculty issues at the wider forums ▪ Be involved in co-curricular activities
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Such other duties as may be required by the Principal and/or Senior Leadership Staff

Mount Hutt College - Person Specifications – Head of Faculty

A Head of Faculty at Mount Hutt College is expected to possess all or most of the following professional experiences, skills, qualifications and attributes.

Professional Experience:

- A successful teaching background
- A clear understanding of management systems in schools
- A record of high performance in previous positions

Skills and Qualifications:

- A relevant degree or tertiary qualification
- Current teacher's registration
- Sound understanding of the curriculum.
- Sound understanding of NCEA Levels 1-3
- Effective communication skills
- Skills in team building and team development
- Have well developed organisational and administrative skills, with the ability to think creatively, and be adaptable and flexible

Attributes:

- A passionate teacher
- Energy, drive and demonstrated diligence
- Have personal honesty, integrity, tact, tolerance and a sense of humour
- An appreciation of the importance of loyalty and supportiveness
- Quality of being a team player with a positive attitude
- Ability to handle stress
- Good health both physically and mentally
- Be a role model for both students and staff