



# **Otamatea High School**

*Te Kura Tuarua O Otamatea*

## **Job Description**

### **Head of Essential Learning Area**

**Title and Status:** **Head of Essential Learning Area**

**Responsible to:** Principal and Board of Trustees

**Primary Objectives:** To effectively lead the Essential Learning Area to meet the learning needs of every student

**Key Tasks:**

**STUDENT LEARNING**

- To ensure that departmental staff are well informed about initiatives in ELA and in effective pedagogy; to model lifelong learning and to lead teacher professional development to a research-based understanding of how students learn
- To ensure that ELA schemes provide quality, NZC-based teaching and learning programmes that reflect the learning objectives of the school, community
- To include references in schemes to links to other learning areas and to ensure that annual review of schemes takes place
- To model respect for the heritages, languages and cultures of both partners to the Treaty of Waitangi and to target learning opportunities to improve Maori achievement in ELA

**EFFECTIVE TEACHING**

- To lead on-going performance review of ELA staff to promote continuous professional growth towards both individual and school wide goals. These include regular classroom observations; opportunities for discussions; and evidence based review
- To participate in own performance review process and in appropriate Professional Learning and Development to promote growth and leadership
- To prioritise time to support the teaching and learning in the ELA with sound processes for teacher induction
- To foster engagement in ethical, respectful, positive and collaborative professional relationships in the ELA to engender trust and unity
- To analyse data in the ELA and evaluate the impact of teaching on student achievement to inform planning, diagnose and resolve problems and to set both departmental and individual goals

**SAFE SCHOOL CULTURE**

- To ensure that school wide expectations of PB4L are embedded into departmental processes to ensure a positive school culture and supportive learning environment

**LEADING AND MANAGING**

- To promote and articulate the school vision; make decisions based on meeting the learning needs of every student and ensure procedures to support this
- To set relevant, and realistic departmental goals collaboratively with ELA staff
- To provide effective leadership to departmental staff by supporting them to reach both school and personal goals. This includes clear communication, regular discussion/departmental meetings and ensuring deadlines are met for the efficient administration of the school
- To be proactive in ensuring that the recruitment and the allocation of appropriate personnel and classes result in the best learning opportunities for students
- To be responsible for the procurement/development of and organisation of teaching resources and to administer the departmental budget

**COMMUNITY ENGAGEMENT**

- To ensure that reporting structures provide evidence of student achievement and progress in the ELA
- To take an active leadership role in the school by forging strong links with other departments and outside agencies to ensure quality learning opportunities for students
- To promote to the school and community the nature and value of the departmental programmes available
- To be available as appropriate to listen to students', teachers' and parents' concerns about teaching and learning in the department

**Date:** .....

**Head of Essential Learning Area** .....

**Principal:** .....