



Liston College

Head of Department

Job Description 2021

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
<p>1. Special Character</p>	<ul style="list-style-type: none"> • Supports the Special Character of the College as outlined in the Mission Statement • Ensures that the Special Character of the college is evidenced in all department activities and documentation.
<p>2. Professional Leadership</p>	<ul style="list-style-type: none"> • Is a competent teacher meeting the Professional Standards for the Teaching Profession. • Sets goals and targets for the department annually in discussion with staff. • Leads and assists staff proactively to improve their skills in teaching and learning approaches. • Acts as a role model for staff on professional teaching practice through classroom modelling. • 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. • Supports 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. • Undertakes appropriate professional development in order to keep up to date with current management and professional practices. • Fosters good working relationships in the department • Delegates tasks as appropriate. • Uses the skills and abilities of staff as effectively as possible. • Meets scheduled requests for information in a timely fashion

3. Management of Curriculum, Assessment and Evaluation

- Ensures programmes reflect the school policies and Special Character
- Ensures units of work and departmental policies contain clear and adequate guidelines for staff.
- Ensures units of work show links to the national curriculum statements, the course objectives and contain references to the teaching resources available in the department.
- Prepares courses that cater to the learning needs of students.
- Ensures programmes and policies reflect the social and cultural factors of the college community.
- Monitors the curriculum regularly through departmental meetings, classroom observations and other appropriate methods.
- Reviews units of work and courses at regular intervals.
- Provides opportunities for co- curricular activities and extension for students
- Ensures appropriate assessment and moderation practices are in place at each year level which are valid, fair and consistent.
- Ensures students receive course outlines and assessment information.
- Ensures senior students are enrolled for the correct Achievement Standards in Kamar each year.
- Maintains an accurate record of assessment results at each year level.
- Analyses assessment data to monitor student achievement and identify trends.
- Identifies and monitors the academic progress of students especially
 1. Those at risk of not achieving
 2. Priority Learners
- Develops strategies for improving student achievement and for ensuring appropriate performance levels for national qualifications.

	<ul style="list-style-type: none"> • Ensures that the department has systems in place for Progress, Mid-Year and End of Year Reports to be checked and deadlines are met. • Promotes student learning by communicating with families and whanau.
<p>4. Staff Management</p>	<ul style="list-style-type: none"> • Holds regular full department meetings and records the minutes. • Communicates effectively with other staff members in and outside the department. • Ensures that staff have clear responsibilities within the department • Visits classes of the teachers in the department to offer support and guidance • Supports staff in matters of classroom management. • Fosters positive classroom management practices. • Fosters an environment for inclusive, collaborative teacher learning. • Provides departmental staff with opportunities to engage in subject specific curriculum and pedagogical professional learning and development. • Provides opportunities for departmental staff to be involved in regional and / or national professional associations. • Works collaboratively with teachers in the department to develop an annual Professional Growth Cycle and supports teachers to engage in it. • Ensures staff have the opportunity to discuss and receive feedback on their practice including observation. • Participates in the recruitment process of new department members • Prepares an annual departmental report at the end of each year.
<p>5. Resource Management</p>	<ul style="list-style-type: none"> • Ensures the department operates within the budget. • Develops systems that reflect good resource management. • Makes available a variety of teaching resources to cater for the individual learning styles and ability levels.

	<ul style="list-style-type: none"> • Ensures classrooms are well set out with attractive displays (student work, appropriate posters, career information)
6. Teaching Duties.	<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 Teaching Council.
7. Department Specific Tasks	<ul style="list-style-type: none"> • As negotiated and set each year.