

# HERETAUNGA COLLEGE

## POSITION DESCRIPTION



**POSITION:** HEAD OF DEPARTMENT – TECHNOLOGY TEACHER: YEARS 9 - 13

**REPORTS TO:** Principal

**KEY RELATIONSHIPS:** Principal, Senior Leadership  
All HC Staff, Visitors, Parents/Caregivers and Students

**The Mission Statement of Heretaunga College:**  
*Growing connected, creative, resilient and engaged citizens*

### **Professional Expectations**

It is expected that all staff will:

- Act in a confidential and professional manner at all times – respecting student and staff privacy. Being mindful of audience when discussing student/staff issues in person or over the phone.
- Establish and maintain respectful and professional working relationships with key personnel/colleagues and respecting decisions made by the Senior Leadership Team.
- Uphold the College's PRIDE values, restorative processes and lead by example.

### **Key Components of this role include:**

- To be responsible for the effective management and leadership of Technology so that teaching programmes and assessment practices reflect the national curriculum intentions, the national educational goals, school policies and practices as espoused in the Vision and Values document.
- To provide quality learning opportunities. A wide range of strategies consistent with the vision and values of the College are used to motivate students and caregivers are kept informed.
- To ensure students are either engaged in their learning or have support plans in place to develop engagement.

## KEY RESPONSIBILITIES AND EXPECTED OUTCOMES:

### HOD: PRIME RESPONSIBILITIES

Key Tasks:	Expected Outcomes:	Performance Indicators:
<p><u>Resource Management:</u> Provide for the overall organisation and management of Technology resources:</p>	<ul style="list-style-type: none"> <li>● Ensure that documentation, teaching programmes and assessment practices are appropriate and up to date.</li> <li>● Effectively and efficiently manage the use of available resources, including financial resources and assets, to support outcomes for students' learning.</li> <li>● To prepare a budget and manage finances in such a way that the budget is strictly adhered to.</li> <li>● To ensure that assessment tasks are prepared to a professional standard, on time.</li> <li>● To facilitate moderation processes which ensure the department is adhering to NZQA internal/external moderation processes.</li> </ul>	<ul style="list-style-type: none"> <li>● A report on achievement of students in the area of responsibility to be presented to the principal when requested.</li> <li>● Effective management of resources.</li> <li>● Area of responsibility is managed effectively.</li> </ul>
<p><u>Staff and Student Management:</u> Actively promote Technology in Heretaunga College. Liaise with the Senior Leadership Team in matters of staff professional development, appraisal and support.</p>	<ul style="list-style-type: none"> <li>● Prepare and implement methods of in-service training and advice to assist teachers (including beginning and provisionally registered) of Technology.</li> <li>● Monitor teacher/student relationships providing appropriate advice.</li> <li>● Advise on staffing, time tabling and rooming of staff in the curriculum area.</li> <li>● To take responsibility for assessment of all students in this curriculum area in years 9 - 13.</li> <li>● To ensure reporting processes are efficiently organised and procedures are followed.</li> </ul>	<ul style="list-style-type: none"> <li>● A report on the achievement of students within the curriculum area to be presented, when requested, to the Principal.</li> <li>● An annual review and assessment of Technology courses taught.</li> <li>● School-wide curriculum policies and guidelines are met.</li> </ul>
<p><u>Professional Leadership:</u> Demonstrate high levels of awareness of educational development and other changes, particularly as they relate to the teaching of Technology.</p>	<ul style="list-style-type: none"> <li>● This should include the maintenance of professional resources to assist teachers in their development.</li> <li>● In departmental and other forums actively contribute to the formulation of the school policy, particularly in relation to curriculum and other professional matters.</li> <li>● Identify and act on opportunities for improving teaching and learning.</li> <li>● To be an excellent role model and professional leader to the teachers and students.</li> <li>● To contribute to the life of the school outside the classroom.</li> <li>● To be a member, where appropriate, of the relevant subject association(s).</li> </ul>	<ul style="list-style-type: none"> <li>● Contributions are made in meetings when representing the area of responsibility.</li> <li>● Teaching and leadership developing in area of responsibility.</li> </ul>

## GENERAL TEACHING: RESPONSIBILITIES

Key Tasks:	Expected Outcomes:	Performance Indicators:
<p>To provide a quality learning environment that extends all the students in the class.</p>	<ul style="list-style-type: none"> <li>● A wide range of strategies consistent with the vision and values of the College are used to motivate students.</li> <li>● Lessons are well prepared and are part of a planned programme.</li> <li>● Department programmes (schemes) are followed where provided by the HOD.</li> <li>● A variety of teaching techniques are employed on an ongoing basis.</li> <li>● Students are encouraged to be responsible and self-disciplined.</li> <li>● Students' individual ability is planned for.</li> <li>● Homework, where appropriate, is regularly set and checked.</li> <li>● Teaching resources are well maintained and managed.</li> </ul>	<ul style="list-style-type: none"> <li>● Students in the class are engaged in their learning, or have support plans in place to develop engagement.</li> <li>● A classroom behaviour management plan is developed and regularly reviewed where required.</li> <li>● Student behaviour is managed according to the school-wide behaviour plan.</li> <li>● Teacher demonstrates up to date knowledge of the subject area.</li> <li>● Curriculum knowledge is updated.</li> <li>● Knowledge of new teaching strategies is updated.</li> <li>● Professional development is regularly undertaken.</li> </ul>
<p>This 'engaging' learning programme is relevant and challenging.</p>	<ul style="list-style-type: none"> <li>● Students actively participate in the well planned learning programme, gaining relevant qualifications.</li> <li>● Students are provided with regular feedback and feed forward about their progress.</li> <li>● Programmes are regularly evaluated in light of student achievement data.</li> <li>● Assessment procedures are followed.</li> <li>● Learning intentions and success criteria/assessment criteria are displayed and shared with students.</li> <li>● Information about student progress is entered/recorded soon after work has been completed and is available.</li> <li>● Assessed student work is systematically stored and is available.</li> <li>● Assessment work is regularly submitted/conferenced for moderation.</li> <li>● Moderation Plans and Assessment Schemes/Marking Schemes are followed/adhered to.</li> <li>● Students' reports accurately reflect student progress and are completed on time.</li> </ul>	<ul style="list-style-type: none"> <li>● Students achieve standards in the NQF.</li> <li>● Student learning outcomes are well documented.</li> <li>● Planning is well documented.</li> <li>● Resources are shared within the department.</li> <li>● Teacher planning is made available to the HOD when requested.</li> <li>● Department meetings are regularly attended and positive contributions made.</li> </ul>

<p>Maintain high professional standards and ethical behaviour.</p>	<ul style="list-style-type: none"> <li>● Meets nationally prescribed professional standards.</li> <li>● Meets school-based performance management goals.</li> <li>● Adheres to codes of ethics.</li> <li>● Classes start/end on time.</li> <li>● Class attendance is completed via KAMAR accurately and within the first five minutes of class starting.</li> <li>● Teaching classroom is a safe, well organised learning environment.</li> <li>● Student work is displayed (this should include work in progress, completed work and exemplars).</li> </ul>	<ul style="list-style-type: none"> <li>● As detailed in the Ministry of Education Professional Standard documentation.</li> <li>● As detailed via the College's annual appraisal system.</li> <li>● Teacher Registration is maintained and kept current as prescribed by Teaching Council New Zealand.</li> </ul>
<p>Teacher Responsibilities / Administration</p>	<ul style="list-style-type: none"> <li>● Develops a positive working relationship with each student so that strategies to support individual student progress are canvassed in a regular, planned fashion.</li> <li>● Positive relationships with families/caregivers are established and they are regularly informed of any concerns regarding progress and/or attendance.</li> <li>● Regular attendance at meetings and a close liaison with the HOD is maintained.</li> <li>● Where relevant, Kaiarahi responsibilities as outlined in the Kaiarahi manual are observed.</li> </ul>	<ul style="list-style-type: none"> <li>● Attend and make a positive contribution at meetings.</li> <li>● Fulfil duty obligations and attend assembly.</li> <li>● School's vision, values, policies and procedures are actively followed and supported.</li> <li>● Interaction with students is always kept at a professional and restorative level.</li> <li>● Extra-curriculum contribution to the school is made.</li> </ul>

I have read and understand the above position description and accept all the above responsibilities incorporated herein.

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**Teacher**

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**Date Signed**

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**Fiona Craven  
Principal**

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**Date Signed**