

# HERETAUNGA COLLEGE POSITION DESCRIPTION



<b>POSITION:</b>	<b>HEAD OF LEARNING, YEARS 9 - 13</b>
<b>REPORTS TO:</b>	Principal
<b>KEY RELATIONSHIPS:</b>	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 your department 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:

### HOL: PRIME RESPONSIBILITIES

Key Tasks:	Expected Outcomes:	Performance Indicators:
<p><u>Resource Management:</u> Provide for the overall organisation and management of 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>● Liaise with Assistant Head of Learning regarding STAR budget.</li> <li>● To ensure that assessment tasks are prepared to a professional standard, on time.</li> <li>● Liaise with Assistant HOL 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 your department 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>● 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 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 your department.</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 HOL.</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 HOL 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, being culturally responsive and applying relational practice 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 HOL 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.

\_\_\_\_\_

**Teacher**

\_\_\_\_\_

**Date Signed**

\_\_\_\_\_

**Fiona Craven  
Principal**

\_\_\_\_\_

**Date Signed**

# Heretaunga College

*A Learning Environment of Opportunity & Challenge*



## Application for Appointment to a Teaching Position at Heretaunga College

<b>A. POSITION APPLIED FOR</b>	
<b>B. PERSONAL DETAILS</b>	
Surname:	
First Names:	
Full Postal Address:	
Contact Telephone Numbers (Mobile)	
(Home)	
(Work)	
Email Address:	
<b>C. PROOF OF IDENTITY AND RIGHT TO WORK</b>	
Shortlisted/applicants being interviewed for any position at Heretaunga College will be required to complete the Safety Check form and provide two forms of original photo identification (e.g. passport, New Zealand drivers licence), along with your Teaching Council Practicing Identification Card - <b>You must bring these to your interview.</b>	
<b>IMMIGRATION INFORMATION</b>	
Are you a New Zealand Citizen?	Yes / No
If 'No', do you have residency status or a current work visa?	Yes / No
Are there conditions applied to your Visa?	Yes / No
If 'Yes', what are the conditions?	

**D. TEACHER REGISTRATION**

Type of Registration:		Registration Number:	
Expiry Date:		MOE Number:	

**E. TERTIARY QUALIFICATIONS**

Certificates, degrees, diplomas or other relevant qualifications	Institution	Major	Date Year Completed

**F. EMPLOYMENT**

<b>Current Position Held (Specify):</b>	<b>Status</b> (Permanent, Fixed Term etc)	<b>Date Appointed</b>
Job Title: ..... Employer: .....		
Can we contact your principal about this position?	Yes / No	
<b>Previous Employment:</b>	<b>Status</b> (Permanent, Fixed Term etc)	<b>Dates</b>
Job Title: ..... Employer: .....		to
Job Title: ..... Employer: .....		to
Job Title: ..... Employer: .....		to

**G. TEACHING SERVICE - Details in date order (use separate sheet if desired)**

Position	School	Principal subjects and levels taught	Duties	
			Commenced	Ceased

<b>H. REFEREES</b>			
Applicants should nominate up to three referees below. The College will contact the referees so please ensure full details are given, including phone numbers.			
	Referee	Phone	Email
1			
2			
3			

<b>AUTHORITY TO APPROACH OTHER REFEREES</b>	
I authorise the Board, or nominated representative, to approach referees/authors of written references and persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position	Yes / No
I authorise the Board, or nominated representative, permission to access any information held by the Teaching Council of Aotearoa New Zealand or any other professional body or licensing/education authority, including matters under investigation, to gather information related to my suitability for appointment to the position.	Yes / No

<b>APPLICANT DECLARATION</b>	
(i)	I certify that the information given in this application is to the best of my knowledge correct. I understand that this may be verified.
(ii)	In accordance with the Privacy Act, I authorise the Board of Trustees to obtain further information from the referees listed in this application and consent to the referees disclosing such information to the Board.
(iii)	I know of no reason why I would not be suitable to work with children/young people.
(iv)	I also authorise the Board of Trustees to make other enquiries as they see fit in relation to my application and consent to the disclosure of information to the Board by such persons of whom enquiry is made on matters pertinent to the position description and person specification.
(v)	I understand that if I have supplied incorrect or misleading information or have omitted any important information, any offer of employment may be withdrawn, I may be disqualified from appointment, or if appointed, my employment may be terminated.

<b>INFORMATION FOR APPLICANTS</b>	
(ii)	Applicants will be expected to furnish a 'Curriculum Vitae' and should state in support of their application any special qualifications, experience, or strengths that they feel they possess, and any extra-curricular activities with which they may be prepared to assist.
(iii)	It is the applicant's responsibility to ensure that the application reaches the Board before the closing date specified in the Gazette/Advertisement. Where there is any doubt a follow up email should be sent to <a href="mailto:klauij@heretaunga.school.nz">klauij@heretaunga.school.nz</a> or phone (04) 939-9370 ext. 889 to confirm receipt.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# SAFETY CHECK

## The Vulnerable Children Act 2014

The Vulnerable Children Act 2014 requires organisations funded by state services to undertake a complete and thorough check of all paid staff in the state-funded children's workforce.

In applying for a position at Heretaunga College, should you be short-listed and/or interviewed for a position you authorise us to undertake the following safety checks:

- Confirmation of identity – by providing 2 forms of photographic identification
- Referee Check – as indicated on Page 2
- Work History Check and talk with previous employers about my suitability for the position
- Education Council Check or professional body or licensing authority

### DECLARATION STATEMENT

#### DECLARATIONS

Please Circle

Have you ever been convicted of, or are being prosecuted or investigated for, a criminal offence? **YES / NO**

Have you ever been disciplined by a regulatory authority eg. Education Council? **YES / NO**

If you have answered 'Yes' to any of these questions please give full details. We will only take them into account if we consider them relevant to the position for which you have applied. All information provided in this application will be treated as strictly confidential and will only be used for the purpose of this application for a position at Heretaunga College.

I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that the provision of false or misleading information given in response to any questions on this form or the failure to disclose information will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my consent to the processing of data contained or referred to in this application, in accordance with the Privacy Act 1993 and any subsequent legislation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

OFFICE USE		
Photographic Identification – sighted (copy attached)		
Type:	Number:	Expiry Date:
Practicing Certificate – sighted (copy attached)		
Name on Card:	Registration Type:	Expiry:
	Date:	Undertaken By:
Education Council Check		
Referee Check Completed		
Work History Check Completed		
Police Vet		
Risk Assessment Completed		