

**HILLCREST HIGH SCHOOL**  
**HEAD OF DEPARTMENT (HOD)**

**JOB DESCRIPTION**

**POSITION HELD:** HOD FRENCH

**REMUNERATION:** 1MU and 1MMA

**RESPONSIBLE TO:** PRINCIPAL AND HOF LANGUAGES

**DIRECTLY SUPERVISING:** ALL FRENCH STAFF

**FUNCTION RELATIONSHIP WITH:** ALL LANGUAGES STAFF

<b>HEAD OF DEPARTMENT MANAGEMENT ROLE:</b>	<ul style="list-style-type: none"> <li>● Establish and monitor a yearly budget.</li> <li>● Ensure assessment practices are relevant and reflect NZQA guidelines.</li> <li>● Represent the Department on at least one significant Committee e.g. Curriculum, Assessment and Reporting, Professional Learning, Literacy, Health and Safety, E Learning, Pasifika and Maori Achievement.</li> <li>● Ensure that room, equipment and teaching resources are maintained.</li> <li>● Ensure relevant Policies are reviewed and current.</li> <li>● Ensure teaching programmes are current and meet Ministry requirements.</li> <li>● Ensure Department reviews are completed by the end of the year.</li> <li>● Ensure that NCEA results are analysed and presented to the Principal with Department reviews during Term 1.</li> </ul>
<b>CORPORATE LIFE OF THE SCHOOL:</b>	<ul style="list-style-type: none"> <li>● Fully participate in the School's Performance Management system. (<i>Appraisal</i>)</li> <li>● Maintain a high level of Professional Learning including current pedagogy and curriculum practice.</li> <li>● Support and implement the goals and objectives of the Charter and Annual Plan.</li> <li>● Support the Principal and Board of Trustees in maintaining school policies and procedures.</li> <li>● Support the school's co and extra-curricular programme.</li> </ul>

	<ul style="list-style-type: none"> <li>● Willingly undertake relevant tasks while maintaining a high degree of professionalism.</li> <li>● Attend meetings, assemblies and duty as required.</li> </ul>
<b>STAFF MANAGEMENT:</b>	<ul style="list-style-type: none"> <li>● Ensure effective communication occurs with staff within the Department.</li> <li>● Maintain an interest in the general well-being of personnel within the Department.</li> <li>● Appraise teachers within the Department.</li> <li>● Assist the Principal in Department staff appointments.</li> <li>● Identify staff Professional Learning needs and advise on access to opportunities.</li> <li>● Be available and accessible to staff within reasonable limits.</li> <li>● Demonstrate a high level of understanding of professional issues.</li> <li>● Liaise with Department staff in the allocation of classes and timetable.</li> </ul>
<b>TIMETABLED TEACHING DUTIES:</b>	<ul style="list-style-type: none"> <li>● Take timetabled classes as required each year.</li> <li>● Maintain a current Practising Teacher Registration Certificate.</li> </ul>
<b>STUDENT MANAGEMENT:</b>	<ul style="list-style-type: none"> <li>● Follow school behaviour systems.</li> <li>● Deal with students in a fair and consistent manner.</li> <li>● Assist staff with student pastoral care (discipline issues).</li> </ul>
<b>SPECIFIC RESPONSIBILITIES RELEVANT TO HOD FRENCH</b>	<ul style="list-style-type: none"> <li>● Promote French within the school e.g. Open Day, International Languages Week.</li> <li>● Oversee International trips as required.</li> </ul>