

HILLCREST HIGH SCHOOL

HEAD OF FACULTY (HOF)

JOB DESCRIPTION

POSITION HELD:	HOF LANGUAGES
REMUNERATION:	1MU AND 1MMA
RESPONSIBLE TO:	PRINCIPAL AND ASSISTANT PRINCIPAL
DIRECTLY SUPERVISING:	HOD LANGUAGES OF SPANISH, FRENCH, MAAORI AND JAPANESE
FUNCTION RELATIONSHIP WITH:	ALL LANGUAGES STAFF

HEAD OF FACULTY MANAGEMENT ROLE:

- Oversee the preparation of individual subject budgets.
- Represent the Faculty at Board of Studies (BOS) Meetings.
- Create a Faculty annual plan which aligns with the school strategic goals and ensure that progress is made to achieving these goals.
- Ensure assessment practices are relevant and reflect NZQA guidelines.
- Ensure that room, equipment and teaching resources are maintained.
- Ensure relevant Policies are reviewed and current.
- Ensure teaching programmes are current and meet Ministry requirements.
- Ensure HOD/TIC reviews are completed by the end of the year.
- Ensure that NCEA results are analysed and presented to the Principal with Department reviews during Term 1.

CORPORATE LIFE OF THE SCHOOL:	<ul style="list-style-type: none"> ● Fully participate in the School’s Performance Management system. (<i>Appraisal</i>) ● Maintain a high level of Professional Learning including current pedagogy and curriculum practice. ● Support and implement the goals and objectives of the Charter and Annual Plan. ● Support the Principal and Board of Trustees in maintaining school policies and procedures. ● Support the school’s co and extra-curricular programme. ● Willingly undertake relevant tasks while maintaining a high degree of professionalism. ● Attend meetings, assemblies and duty as required.
STAFF MANAGEMENT:	<ul style="list-style-type: none"> ● Ensure effective communication occurs with staff within the Faculty. ● Maintain an interest in the general well-being of personnel within the Faculty. ● Appraise HODs/TICs within the Faculty. ● Assist the Principal in Faculty staff appointments. ● Identify staff Professional Learning needs and advises on access to opportunities. ● Be available and accessible to staff within reasonable limits. ● Demonstrate a high level of understanding of professional issues. ● Liaise with Faculty staff in the allocation of classes and timetable.
TIMETABLED TEACHING DUTIES:	<ul style="list-style-type: none"> ● Take timetabled classes as required each year. ● Maintain a current Practising Teacher Registration Certificate.
STUDENT MANAGEMENT:	<ul style="list-style-type: none"> ● Follow school behaviour systems. ● Deal with students in a fair and consistent manner. ● Assist staff with student pastoral care (discipline issues).
SPECIFIC RESPONSIBILITIES RELEVANT TO LANGUAGE FACULTY	<ul style="list-style-type: none"> ● Promote the learning of languages within the school. ● Oversee International trips as required.

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