

JOB DESCRIPTION

POSITION:	Head of Faculty - Mathematics
TENURE:	Permanent, Full time
RENUMERATION:	(3MU,1MMA)
REPORTS TO:	Senior Leadership Team
FUNCTIONAL RELATIONSHIPS:	Headmaster; Senior Leadership Team; Heads of Faculty; Learning area; HODs; Staff; Students; Parents, Caregivers and Whānau; Community

PRIMARY RESPONSIBILITIES

- To promote the vision, values and goals of Shirley Boys' High School;
- Focus on improving student learning and success;
- Develop and lead learning and achievement that aligns with the vision, values and goals of Shirley Boys' High School;
- Develop an engaging programme of learning supported by high quality teaching;
- Ensure that the learning area is operating effectively;
- Provide advice and guidance to staff, and support their professional learning;
- Implement regular and effective self-review;
- Demonstrate a commitment to New Zealand/Aotearoa's bicultural heritage;
- Understand and grow culturally responsive practice;
- Communicate openly and effectively;
- Be responsible for the finances and budget oversight;
- Manage the resources efficiently and effectively;

KEY RESPONSIBILITIES

Responsibilities	Specific tasks
Professional leadership	• Provide a link between Headmaster and staff within the learning area. • Share information about the learning area with other teachers. • Maintain an overview of student progress within the learning area by looking at student outcomes, teacher effectiveness and the enhancement of student learning. • Hold learning area meetings and organise agendas and taking of minutes. • Establish liaison with other learning areas to look at common areas of learning and curriculum. • Provide parents and students at the start of the year and later in the year as necessary, with up-to-date course and assessment information. • Maintain an active membership with a professional curriculum association. • Support the requirements and instructions of the Principal's Nominee. • Take a lead role in resolving disputes and mediating staff issues.

Curriculum leadership	• Develop and implement schemes of work and review on an annual basis. • Develop an engaging programme of learning supported by high quality teaching. • Ensure that appropriate assessment practice is occurring. • Maintain an overview of student progress within the learning area by looking at student outcomes, teacher effectiveness and the enhancement of student learning. • Keep up-to-date with effective pedagogy and inform staff of curriculum developments. • Prepare material for subject booklets to assist in course selections.
People leadership	• Support the professional growth and development of staff. • Promote a positive and professional culture amongst staff. • Nurture staff wellness and engagement. • Provide advice and guidance for provisionally registered teachers. • Carry out regular classroom visits for staff and support their teaching and management of students. • Provide constructive support, advice and guidance to all staff. • Ensure staff are well-informed and meet deadlines. • Consult staff on their professional learning needs and co-ordinate staff development where appropriate. • Ensure effective communication exists within the learning area.
Resource management	• Prepare budgets and keep accurate record of expenditure. • Organise and supervise storage, maintenance and the issue of resources. • Provide material and advice to enhance classroom environment. • Encourage and facilitate resource development and sharing by staff.
Teaching	• Teach a range of classes.