



Assistant Head of Faculty - English

Job Description

Name: XXX

Purpose:

Support and facilitate the strategic development of the Faculty of English.
Support the professional growth of teachers to improve teaching effectiveness and student outcomes.

Functional Relationships:

The work of the Assistant Head of Faculty will be directly supervised by the Head of Faculty.

An Assistant HOF at Long Bay College has a number of specific responsibilities, including those listed below.

Educational Leadership Capabilities	Performance Indicators
Building and sustaining high trust relationships.	<ul style="list-style-type: none">• High trust relationships are built and sustained with staff, students, and whānau in the community. Treating others respectfully, with openness and good self-awareness.• Relationships are based on credibility relating to deep educational expertise.• Assistant HOF Leaders build and maintain a network of supportive relationships within and beyond Long Bay College, e.g. with curriculum or pedagogical experts.
Ensuring culturally responsive practice and understanding of Aotearoa New Zealand's cultural heritage, using Te Tiriti o Waitangi as the foundation.	<ul style="list-style-type: none">• Uses understanding of learners' cultural heritage and knowledge of culturally responsive practice based on Te Tiriti o Waitangi to provide a strengths-based curriculum and pedagogy, involving whanau and others in the community.• Inquire into the effectiveness of this work for learners, to ensure that it is consistent for all learners, responsive to their identity.
Building and sustaining collective leadership and professional community.	<ul style="list-style-type: none">• Uses deep knowledge of the subject area they are responsible for and applies this expertise to enthuse others and provide meaningful opportunities for them to contribute to the work, including inquiry into its effectiveness.• Judges whether the work is improving learning and engagement in learning.

	<ul style="list-style-type: none"> • To be able to learn from failure as well as success.
Strategically thinking and planning.	<ul style="list-style-type: none"> • Uses their curriculum and pedagogical expertise to actively shape strategy for their area. • Contributes their expertise to the Long Bay College strategic plan including well- founded identification of actions that could advance the vision and goals.
Evaluating practices in relation to outcomes.	<ul style="list-style-type: none"> • Produces and analyses the data, asking what the data indicates about their own work and its impacts for the staff that they are leading and learners.
Adept management of resources to achieve vision and goals.	<ul style="list-style-type: none"> • Makes the most effective and efficient use of the time, space and material resources they have. • Uses networks beyond Long Bay College for expert advice or access to resources relevant to curriculum and teaching practice that would enrich their practice and that of their colleagues.
Attending to their own learning as leaders and their own wellbeing.	<ul style="list-style-type: none"> • Keeps abreast of new evidence and research- based knowledge that could challenge their thinking. • Uses critical friends to discuss leadership practice and extend their knowledge and capabilities. • Seeks and uses feedback for continued personal growth. • Reflects on their own leadership practice and ensures that their own performance review is carried out for improvement and challenge, not just compliance. • Is mindful of their own wellbeing and encourages staff they are leading to do the same.
Embodying the organisation’s values, and showing moral purpose, optimism, agency and resilience.	<ul style="list-style-type: none"> • Shows by their behaviour and how they treat others the values expected by the Long Bay College vision and goals. • Shows courage, determination and hope in the face of difficulties. • Shows what it means to learn from set-backs and things that do not turn out as expected. • Thinks of new actions within their sphere of influence which would advance the Long Bay College vision and goals and gets support to try them.
Contributing to the development and wellbeing of education beyond their organisation.	<ul style="list-style-type: none"> • Contributes to the sharing and building together of knowledge of how to work with others to improve teaching and learning, and equity of educational outcomes at local, regional, or national levels.

Responsibilities:	Expected outcomes:
Support effective teaching within Faculty	<ul style="list-style-type: none"> • Assist HoF in course and unit development • Support teachers of assigned year levels to deliver course content effectively and with consistency across the faculty. • Support teaching of key skills for each year level
Support priority students	<ul style="list-style-type: none"> • Tracking students' achievement • Assist in development and organisation of Faculty initiative to support priority students • Support Faculty members in effectively teaching priority students through observations, co-planning, resource development.
Foster a supportive, motivated and student focused environment within the Faculty	<ul style="list-style-type: none"> • Students encouraged to achieve to their maximum potential • Faculty members encouraged and supported to embrace current educational pedagogy • Faculty is encouraged and supported to assist in new initiatives to improve students' achievement. • Support staff in the challenge of improving their overall effectiveness as teachers.
Support HoF to deliver meaningful assessment as a tool for learning in keeping with NZQA requirements	<ul style="list-style-type: none"> • Support consistency in marking internal assessments- this includes supporting HoF to run internal assessment marking panels, and supporting internal and external moderation procedures. • Supporting staff to plan and teach internal assessments effectively.
Active support and contribution to action plan initiatives	<p>These include:</p> <ul style="list-style-type: none"> • Raise M and E endorsement • Increase Scholarships • Increase student agency
Additional tasks as delegated by the HoF	

Long Bay College Values

Promote and Display the school values: Respect, Care, Creativity, Community.

Job Description Approved By:

Signed: _____ [name] Date: _____

Signed: _____ CJ Healey, Principal Date: _____

NOTE: This job description is to be read in conjunction with the Classroom Teacher job description. This job description is not intended to be restrictive nor limit the tasks and responsibilities to only those described above.