



WAIMEA COLLEGE

HOD Science

Name of Teacher:

Position: HOD Science (includes Physics, Chemistry, Biology)
(3MU and 1MMA) plus 3 hours per week time allowance

Tenure: Permanent

Responsible to: Principal

Key Performance Areas

These may be amended, disregarded or alternatives adopted with the agreement of the unit holder and employer if they do not apply to or fully express the key responsibilities or tasks or the position.

1. Resource Management
 - Effectively and efficiently use available resources, including financial resources and assets, within delegated authorities, to support learning outcomes for students.
2. Staff and Student Management
 - Represent and communicate effectively, to a range of audience, the goals and tasks of the department, faculty or area of responsibility.
 - Participate in and where appropriate, contribute to the school's performance management system.
 - Provide effective advice and guidance to other members of the staff.
 - Monitor teacher/student relationships and provide advice and support when required.
 - Communicate effectively with students and staff.
3. Professional Leadership
 - Understand the aims of and display competence in the area of responsibility.
 - Provide professional leadership to staff within the delegated area(s) of responsibility.
 - Make constructive contributions, where applicable, to the management of the school.
 - Demonstrate a high level of awareness of educational developments and changes, particularly in the area(s) of responsibility.
 - Undertake appropriate professional development to enhance individual expertise in areas of management, administration and education.
 - Identify and act on opportunities for improving teaching and learning.
 - Ensure that procedures for making decisions in the area of responsibility are consistent with national guidelines and with the school's policies.
 - Ensure that changing social and cultural factors affecting the school's community are reflected in the policies and programmes of the delegated area(s) of responsibility.
 - Foster positive relationships between the school and all sectors of the community.

Responsibilities or tasks specific to the position of HOD Science (to be finalised on appointment)

- In conjunction with the Assistant HOD Science, have oversight of the Science department and delivery of specialist curriculum area in which you teach
- Oversee department safety management in conjunction with College Laboratory Manager
- Lead regular department meetings to ensure effective department operation
- Support the school-wide goal of reducing in-school disparity in gender and ethnicity and improving academic performance throughout the Science department
- Complete an Annual Report of the department as requested by the Principal
- Manage the Science department budget including oversight of specialist Science budgets (Physics, Chemistry, Biology)
- Management of junior and senior schemes of work
- Manage room allocations for department staff
- Manage the Assessment and Reporting within the Science department
- Liaise with SENCO, SAC Co-ordinator and relevant Achievement Team positions for students with learning needs
- Identify and manage SARONA students in the Science department
- Maintain effective relationships with all other staff at Waimea College
- Appraisal oversight for the Science department

Professional Development and Review

Each teacher is expected to set professional goals and participate in the Waimea College Performance Management System.

Performance Management discussions to help identify strengths, highlight issues needing assistance and confirm professional goals.

Performance will be reviewed with respect to the effectiveness with which the key roles detailed in this job description are being performed.

Head of Department:

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Principal:

(Scott Haines)

Date:

(for 2021)