



**TURAKINA MAORI GIRLS' COLLEGE**  
**JOB DESCRIPTION**

**NAME:**

**PRIMARY RESPONSIBILITIES:           HOD ENGLISH**

**TEACHING RESPONSIBILITIES:       ENGLISH**

**OTHER RESPONSIBILITIES:           TO BE NEGOTIATED**

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As a member of the teaching staff at TMGC:

- operate within legal requirements, the School Charter & policies
  - be responsible for the welfare & education of students in classes assigned by the Principal & for any other duties delegated by the Principal.
- a. deliver the prescribed curriculum, delivering units of work from a scheme of work set out in the agreed format.
  - b. teach and manage the classes so all students learn. (differentiated learning)
  - c. assess regularly and analyse the data to inform your teaching & planning.
  - d. be punctual to class and remain with the class unless an emergency arises.
  - e. maintain a professional working environment.
  - f. adhere to the staff code of conduct.
  - g. attend staff meetings.
  - h. write reports and attend parent interviews.
  - i. undertake appropriate professional development to keep up to date with teaching and management skills.
  - j. know and be accountable for adhering to school policies and procedures.
  - k. be fully familiar with the requirements of the National Education Guidelines.
  - l. show respect for and involvement in the special character of the school.
  - m. be involved in the whanau and pastoral care system.

- n. contribute to the development of school policy and participate in reviews of school systems.
- o. carry out supervision duties at morning interval and lunch time.
- p. undertake a fair and reasonable share of staff relief classes, extra-curricular activities.
- q. monitor & ensure the correct wearing of school uniform, the adherence of discipline and all policies of the school.
- r. to be available for tuition/activities on staff negotiated days.
- s. be appraised against registered teacher criteria.
- t. adhere to the PPTA Secondary Teachers Collective Agreement or complete and sign an agreed Individual Employment Contract.

### **WHĀNAU TEACHER**

Provide leadership and pastoral care in this area, especially with new students

Assist, support and guide House Leaders in:

- Interhouse Activities
- Gala Day
- Culture Night
- Prize-Giving
- Tasks allocated by the Principal

### **COLLEGIAL RESPONSIBILITY**

- To actively promote the Special Character of the school:  
     Mana Wairua, Mana Māori, Mana Wahine, Mana Mātauranga

### **HEAD OF DEPARTMENT: ENGLISH**

#### **Special Responsibilities:**

1. Develop a Turakina Maori Girls' College English scheme based on the requirements as indicated in the NZC (English Curriculum) or follow the agreed format and monitor curriculum delivery within the department.
2. Write an annual report to the Principal, to include evaluation of policies, procedures, learning outcomes of unit taught, departmental goals and professional development requirements for the following year.
3. Provide students with information on course content, course completion requirements and assessment.
4. Monitor and keep records of diagnostic, formative and summative assessments.

5. Complete student evaluation and self-evaluation as outlined in Appraisal Procedures.
6. Keep work plans.
7. Write reports on progress and department and report to the BOT.
8. Submit new course proposals when appropriate.
9. Advise Senior Management of entry requirements to senior courses and contribute to senior handbook.
10. Assess prior learning, consult with Dean on students who are identified as being gifted and talented.
11. Include a careers unit for every Year group.
12. Present annually to the Bursar a classrooms materials budget textbooks request, subject fee and capital expenditure requests if required.
13. Be responsible for expenditure of classroom materials funds.
14. Ensure the development and maintenance of resources.
15. Plan department's professional development for a year.
16. Provide guidance for other staff in the department with regular meetings.
17. Be appraised against the Performance Management Standards.
18. Advise DP of failures to meet course completion requirements.

### **WORK COMMITMENT**

Curriculum: It is expected that you will:

- a. familiarise yourself with the NZ curriculum and your subject essence statement and achievement objectives within your subject/s.
- b. keep updated in areas of assessment, standards, NCEA, moderation.
- c. be up-to-date & familiar with all aspects and possible changes envisaged within Department
- d. be up-to-date and familiar with all aspects of NCEA
- e. have a knowledge of the NZ curriculum, and other aspects of Education for the 21st century – new Ministry of Education launches e.g. “Ka Hikitia”, 21<sup>st</sup> Century IT”
- f. attend regional curriculum hui where possible and relevant

**Actioned:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **HOD ENGLISH**

**Review Date:** \_\_\_\_\_

**Witness:** \_\_\_\_\_ **Principal for BOT/BOP**

**Date:** \_\_\_\_\_

