| **JOB DESCRIPTION** | |
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| Position title: | New Zealand Curriculum Leader [NZC Leader] |
| New Zealand Curriculum Area: | Learning Languages |
| Units: | 3 MU, 2 MMA |
| Reports to: | Senior Leader – Learning Competence |
| Working relationships | Senior Leadership Team  Whanau Leaders  Learning Team Leaders  Learning Leaders  School community and sector stakeholders |

| **PURPOSE OF THE POSITION** |
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| To provide successful and efficient leadership and delivery of assigned programmes of learning in Alfriston College |

| **KEY RESPONSIBILITIES** | | **APPRAISAL INDICATORS** |
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| 1 | Familiarity and compliance with the School’s Charter and policies | * A personal portfolio of evidence and reflection indicating familiarity with and compliance to the School’s Charter and policies is current and regularly maintained |
| 2 | Promotion of the AC Way | * A shared understanding of and consistent engagement in the AC Way is evident in your practice, leadership and disposition |
| 3 | Oversight of respective NZC Area | * The relevant NZC Area budget is completed, approved and fiscally accounted for in line with AC protocols * Events and activities in the NZC Area comply with statutory Health and Safety standards, guidelines and protocols * Assigned NZC Area reviews, reports and documents are compliant, timely and accurate * Working relationships with staff, learners, whanau and external stakeholders align with relevant professional standards, contracts and the AC Way |
| 4 | Provision of specific NZC Leader roles, responsibilitiesand expectations | * Assigned leadership tasks are timely and are accurately, efficiently and collaboratively completed |
| 5 | Contribution to and compliance with the respective NZC Area Learning Manual | * Contribution to, quality assurance and compliance with agreed systems, procedures and guidelines is evident in everyday practice and disposition |

| **TASKS and KEY DUTIES** | |
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| Promotion of the AC Way | * Engage with AC events as appropriate to the NZC Area * Attend and participate in relevant AC PLD |
| Oversight of the respective NZC Area | * Allocate and manage the NZC Area Budget * Prepare and distribute appropriate NZC Area plans, reviews and annual reports accurately in a timely way * Cultivate and maintain effective and cooperative working relationships with staff and the wider community * Lead appropriate and targeted professional development and mentoring of staff in the NZC area |
| Specific tasks / duties | * As per the signed attachment |
| General | * Any other duties as reasonably required by the employer |

| **GENERAL RESPONSIBILITIES** |
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| * On-going up-skilling of support staff * On-going professional learning and development * Health, safety and well-being of the NZC Area |

| **DECLARATION** | |
| --- | --- |
| Signed by employee: |  |
| Signed by employer: |  |
| Date: |  |
| Last Reviewed: | November 2017 |

| **Specific NZC Leader tasks / duties – NZC Leader – Learning Languages** | |
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| Resource Management | * Effectively and efficiently use available resources, including financial resources and assets, within delegated authorities, to support learning outcomes for learners. |
| Staff and Learner Management | * Represent and communicate effectively, to a range of audiences, the goals and tasks of the NZ Curriculum area * Participate in and where appropriate contribute to the school’s GDC programme * Be able to lead and manage staff effectively by: * developing a collegial atmosphere * delegating appropriately * providing effective advice and guidance * assisting in appointment of and allocation of staff * Monitor LL/L relationships and provide advice and support when required * Communicate effectively with Learners and staff |
| Professional Leadership | * Understand the aims of and display competence in the area of responsibility * Be an effective administrator and leader by: * modelling appropriate teaching pedagogy * creating and maintaining a suitable environment to foster learning * promoting the NZC area within the school and community * 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 * Recognise the importance of and be committed to professional development by: * undertaking appropriate professional development to enhance individual expertise in areas of management, administration and education * ensuring the NZC area team have opportunities to engage in professional development * be an effective GDC * Identify and act on opportunities for improving teaching and learning * Ensure that procedures for making teaching, learning and assessment decisions in the NZC area of responsibility are consistent with national guidelines and with the school’s policies * Develop and implement programmes for the delivery and assessment of the New Zealand Curriculum by: * developing schemes/programmes of learning * developing and ensuring compliance of assessments for programmes of learning * identifying and budgeting for purchasing the appropriate capital equipment within agreed guidelines * ensuring that changing social and cultural factors affecting the school’s community are reflected in the policies and programmes of the NZC area of responsibility * Foster positive relationships between the school and all sectors of the community * Contribute to school-wide planning and self-review that supports high levels of academic achievement * Support the educational philosophy of Alfriston College * Collaborate in the development of innovative learning, including but not limited to WBL, CAR / PBL, ICI, TOH, etc. * Promote an awareness of the bi-cultural nature of Alfriston College |
| **DECLARATION** | |
| Signed by employee: |  |
| Signed by employer: |  |
| Date: |  |
| Last Reviewed: | November 2017 |