| **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 TeamWhanau LeadersLearning Team LeadersLearning LeadersSchool 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
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| 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
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| 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
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| 4 | Provision of specific NZC Leader roles, responsibilitiesand expectations | * Assigned leadership tasks are timely and are accurately, efficiently and collaboratively completed
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| 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
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| **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
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| 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
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| Specific tasks / duties | * As per the signed attachment
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| General  | * Any other duties as reasonably required by the employer
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| **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
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| **DECLARATION** |
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| 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.
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| 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
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| 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
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| **DECLARATION** |
| Signed by employee: |  |
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| Date: |  |
| Last Reviewed: | November 2017 |