

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

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

KEY RESPONSIBILITIES		APPRAISAL INDICATORS
1	Familiarity and compliance with the School's Charter and policies	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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, responsibilities and expectations	<ul style="list-style-type: none"> Assigned leadership tasks are timely and are accurately, efficiently and collaboratively completed
5	Contribution to and compliance with the respective NZC Area Learning Manual	<ul style="list-style-type: none"> Contribution to, quality assurance and compliance with agreed systems, procedures and guidelines is evident in everyday practice and disposition

TASKS and KEY DUTIES	
Promotion of the AC Way	<ul style="list-style-type: none"> • Engage with AC events as appropriate to the NZC Area • Attend and participate in relevant AC PLD
Oversight of the respective NZC Area	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • As per the signed attachment
General	<ul style="list-style-type: none"> • Any other duties as reasonably required by the employer

GENERAL RESPONSIBILITIES
<ul style="list-style-type: none"> • 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	
Resource Management	<ul style="list-style-type: none"> ● Effectively and efficiently use available resources, including financial resources and assets, within delegated authorities, to support learning outcomes for learners.
Staff and Learner Management	<ul style="list-style-type: none"> ● 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: <ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● Understand the aims of and display competence in the area of responsibility ● Be an effective administrator and leader by: <ul style="list-style-type: none"> ● 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: <ul style="list-style-type: none"> ● 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: <ul style="list-style-type: none"> ● 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

	<p>reflected in the policies and programmes of the NZC area of responsibility</p> <ul style="list-style-type: none"> ● 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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