



Head of Performing Arts

JOB OUTLINE

This job description applies to all Heads of Learning, Head of Departments and Assistant Heads of Learning. It is not an exhaustive list of duties but gives a general description as to what is key in ensuring their learning area is functional and performing to the standard required by the Board.

Key Relationships:

- Tuakau College Board, Tuakau School Community, Principal, Colleagues, Students and other Staff.

Responsibilities:

- Heads of Learning are responsible to the SLT member Curriculum and the Principal

Curriculum and Teaching:

- Be a role model, an expert in their specific learning area.
- Be a highly engaging and reflective practitioner
- Clear pathways are set to meet the needs of the students
- A scheme of work is relevant, updated regularly and includes local curriculum contexts.
- Tracking and monitoring of students is prevalent
- The use of data to inform teaching practice is prevalent in all units of work
- All students are prepared for the national qualification.
- The school's curriculum and assessment policies are implemented accordingly
- Programmes are regularly evaluated.
- The strategies for improving Māori education is prevalent in their units of work.
- The use of Te Reo Māori in their subject is continually being developed.
- Be involved in and implement educational developments from within and from outside the school as they arise.
- Undertake the relevant professional development to improve leadership, curriculum and assessment development.
- Set achievable goals for the learning area.

Resource Management:

- Effectively and efficiently use available resources, including financial resources and assets, within delegated authorities, to support learning outcomes for students.

- Effectively sticks within the guidelines of resource management in terms of budgets and asset management.

Staff and Student Management:

- Represent and communicate effectively, to a range of audiences, the goals and tasks of the department, 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.

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.
- Delegate authority to other members of their team
- Make constructive contributions, where applicable, to the management and leadership 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, leadership, administration, and education.
- Identify and act on opportunities for improving teaching and learning.
- Ensure that they are contributing to the professional bodies within the school and external agencies pertaining to their area of responsibility
- 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.