



**Rangitoto
College**



Candidate Briefing Information

GREAT OPPORTUNITIES - GREAT STUDENTS

Rangitoto College | 565 East Coast Road | Mairangi Bay | Auckland 0630



Message from the Principal

Tēnā koe,

Nau mai, haere mai te kāreti o Rangitoto.

Warm greetings and welcome to Rangitoto College. We are a vibrant learning community situated on a beautiful campus overlooking the Hauraki Gulf on Auckland's North Shore. Rangitoto is proud to be considered one of New Zealand's leading schools, offering an exceptional opportunity for all our staff to further their professional growth in a welcoming and collegial environment. Our students and whānau are aspirational, and we have high expectations of positive behaviour that promotes fine academic outcomes, with supportive pastoral systems allowing our teachers to teach, and our students to learn, in calm and purposeful classrooms.

Numerous career pathways enable our staff to progress within the College. Approximately 150 of our teaching staff have responsibility beyond their base teaching commitments, allowing teachers to follow their passions, grow leadership and positively influence our community. A comprehensive professional development programme offers staff a range of in, and out, of school opportunities to flourish. Academic pathway programmes of NCEA, Scholarship and the International Baccalaureate Diploma qualifications, encourages our staff to work with expert practitioners from around the world. We aim to leverage our size to ensure that we share evidence based best practice amongst our staff with efficient shared planning structures offering excellent learning outcomes for our students. Our success comes from good leadership, highly qualified teachers and a strong curriculum.

Rangitoto staff are able to take advantage of a wide-ranging well-being programme that ranges from access to our commercial level fitness centre to financial planning programmes and career progression support. Where possible, we have flexible afternoon hours that offer our staff a chance to find a positive work life balance.

We are proud of our school and welcome requests for visits so that you can see, and hear, at first-hand what we may offer you for your next steps. Thank you for your interest in Rangitoto College.

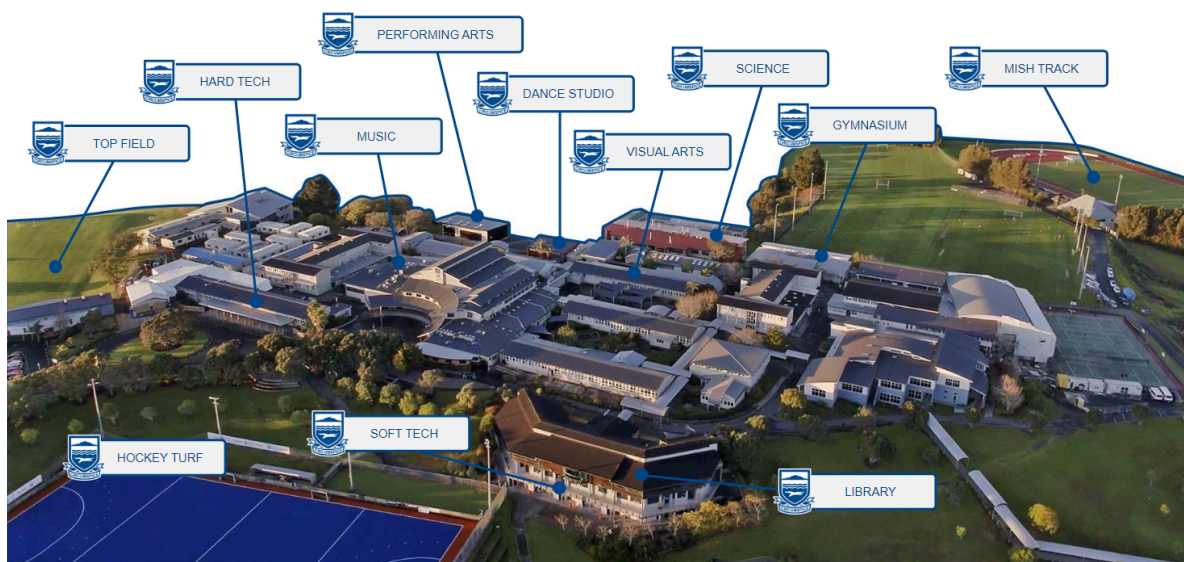


Our facilities | Virtual Tour

Rangitoto College is New Zealand's largest secondary school recognised locally and around the world for its academic excellence, sporting achievements, performing arts and for the quality of its young people.

Success at Rangitoto is supported by outstanding facilities combining to create a supportive and inspiring learning environment. Rangitoto College has an extensive range of facilities spread over a 31 hectare campus. There are numerous classrooms, an auditorium with seating for approximately 600-700, a library with more than 20,000 titles, three gymnasiums and an Olympic standard water based Hockey turf, to list but a few of the school's facilities.

[Take a virtual Tour of our school- click here](#)



To discover more about Rangitoto College, we encourage you to click [here](#) to discover comprehensive information on the College, including videos, 2023 prospectus, strategic plan and more.





HOD Languages - Rangitoto College

3 Management Units and 1 Management Allowance (\$17,000 p.a)

At Rangitoto College, we have an ambitious vision for outstanding educational outcomes for our students. The foundations of this vision are in developing genuine expertise in teaching and classroom practice, honing optimal conditions for learning, and providing a powerful and empowering curriculum. We offer both the NCEA and IB Diploma.

The position of HOD of Languages is an exciting opportunity for a leader to grow and thrive in a high-performing and dynamic environment. You will have high expectations of yourself and an appetite for challenge and for continuing to develop your leadership. Our Languages department has 7 additional teachers, teaching Spanish, Japanese, Chinese, Mandarin and French IB.

You will be leading a team that supports and provides meaningful pathways for students.

Ideally, you will have experience in the secondary or tertiary education sector, and can demonstrate:

- Positive working relationships with students, school management, businesses and other stakeholders
- The ability to lead a team in an education environment
- Self-motivation, flexibility, and excellent time management skills
- The ability to plan and prioritise tasks, and have a high attention to detail
- High level of written and oral communication skills
- The ability to look for opportunities to continually improve the outcomes of the Languages Department

This is a full-time permanent position. Onsite parking available.
The role commences at the start of Term 3, 2024.

Given the nature of this role, the outgoing HOD will provide a handover for the first 2 weeks of Term 3.

Contract and remuneration will be in accordance with the Secondary Teachers' Collective Agreement (CA)

<https://www.education.govt.nz/school/people-and-employment/employment-agreements/collective-agreements/>. as assessed by the Salary Assessment Unit of the Ministry of Education. Annual remuneration is dependent on service and qualifications, starting rate of \$59,027.00 and top rate of \$99,216.00 plus allowances as above. Hours of work will be as set out in the STCA.

We encourage visits by appointment

Please contact pam.watson@rangitoto.school.nz



HOD Languages

Job Description 3 MU's and 1MMA

The following job description is flexible. The person appointed will work closely with the Curriculum Leaders and Senior Leadership Line Manager to maintain and improve the quality of teaching and learning, as well as current systems and policies that enable quality teaching and learning to occur.

Curriculum Delivery and Management

Promote quality teaching and learning opportunities for all Visual Arts students.
Ensure a culture of continual improvement keeps the curriculum current and relevant.
Be up to date with curriculum design and changes, school philosophy, and current best practice in education.
Communicate with teachers and curriculum leaders.
Promote continued development and sharing of resources.

Staff Welfare and Management (HR): (teaching and ancillary staff)

Deal constructively and positively with staff issues as they arise.
Support and reinforce a positive work environment for staff.
Ensure all staff are performing to their optimum in order to raise student achievement
Regularly seek out and speak to staff to ensure communication channels are kept open.

Student Management

Support the College policy around student management – systems and processes.
Offer guidance and appropriate support procedures that support staff in managing students
Communicate with the Deans and SLT line manager to ensure student records are kept current.

Budget Management

Take responsibility for all aspects of Budget Management within the department.
Prepare and monitor an annual budget: Textbooks, Capital, Classroom materials.

Professional Growth and Mentoring

Take responsibility for the development of a number of staff and lead the Professional growth Cycle in Social Science, supporting teachers to use and meet 'Our Code, Our Standards | Ngā Tikanga Matatika, Ngā Paerewa' in their everyday practice.
Support and reinforce a positive Professional Growth Cycle for staff.
Deal constructively and positively with professional growth issues as they arise.
Offer sound career advice and professional support to staff for development both within and outside of this school.
Record meetings and observations as appropriate.

Professional Development

- Positively support the importance of professional learning for all staff.
- Take responsibility for organising and running PD sessions that grow the capacity of staff and leaders within the department.
- Provide opportunity for discussion and review of schemes and curriculum delivery amongst staff.
- Attend PD/support groups outside of school.

Assessment and Statistical Analysis

- Ensure regular analysis of staff and student performance.
- Analyse whether NCEA results are comparable with/better than the national averages and selected comparison schools.
- Track and monitor outcomes in the Rangitoto junior curriculum
- Set goals, and monitor progress, with curriculum leaders and individual staff.
- Look at student performance in the area of curriculum responsibility to identify groups of students and determine if teaching and learning are meeting student needs.
- Guide curriculum leader analysis of student performance and preparation of subject annual reports.
- Ensure good procedures are in place for internal and external assessments and all associated policies that surround these.

Administration

- Provide annual department scheme update, management plan and annual report to the principal.
- Lead the management of repairs and maintenance of the physical surroundings.
- Lead the development, implementation and monitoring of health and safety procedures.
- Lead the timetabling and allocation of staff responsibilities within the department.

Personal Qualities

- Be positive, enthusiastic, professional, constructive and supportive of the school.
- Be available to staff and be a good listener.
- Be prepared to try something new and/or encourage others to do so.
- Delegate responsibilities.
- Be willing to accept responsibility.
- Support social functions within the school and department.
- Exemplify the values of the school.

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HOD Languages (Name)

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Date

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PRINCIPAL (Patrick Gale)

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Date