



Assistant Head of Department Technology Job Description - 3 MUs

The following job description is flexible. The person appointed will work closely with the Technology Curriculum Leaders and HOD 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.

Expectations

The position of Assistant Head of Department (AHOD) carries with it a number of expectations including:

- making a commitment to the College and the enhancement of its tradition for excellence
- making a positive contribution to the life of the College outside the classroom
- being an excellent role model and a professional leader to all staff
- demonstrating significant leadership within the College
- participating in professional development and performance management programmes
- showing a willingness to accept responsibility
- demonstrating a genuine interest in staff and students and a desire to see them achieve their full potential.

Prime Responsibilities

- At all times, it is the responsibility of the AHOD to work closely with the Head of Department to
 - i. maintain and improve current systems
 - ii. positively influence the general direction and policies of the department
 - iii. aid in managing and professionally leading the teachers of Technology in a manner consistent with College policies and practices.
- The AHOD, in collaboration with the HOD, will advance curriculum consistency and pedagogical approaches to enhance Technology Programmes, including:
 - i. improving student academic outcomes
 - ii. raising academic expectations for students
 - iii. providing support and guidance to teachers in achieving these goals
- The AHOD will assist in shortlisting, interviewing and offer advice on staff appointments to the HOD Technology, the Deputy Principal Line manager for Technology, or the Principal as required.
- The AHOD will also teach within the Technology Department and, in doing so, meet all requirements for a teacher as set out in the job description for a teacher
- Take on additional responsibilities as deemed appropriate from the HOD.

Curriculum Delivery and Management of the Department

It is the responsibility of the AHOD to:

- be conversant with, and competent in, the New Zealand Curriculum
- put in place year plans consistent with the national curriculum guidelines
- ensure that all Technology policies and practices are consistent with College policies and practices
- ensure that assessment policies and practices are in place which meet NZQA requirements and are consistent with College policies and practices
- ensure the Department Scheme is in use
- promote quality teaching and enhanced learning opportunities
- communicate with teachers and curriculum leaders
- promote continued development and sharing of resources
- promote the roll-out of new initiatives at the College.
- promote the Scholarship culture in Technology department

Administration

The AHOD should assist with the administration of the department including:

- updating the scheme and department goals
- writing the annual report to the Principal and the School Board, including statistical analysis of data
- implementing and monitoring health and safety procedures
- timetabling and allocating staff responsibilities within the department.

Personal Qualities

The AHOD should:

- be positive, enthusiastic, professional, constructive and supportive of the school
- be available to staff and be a good listener
- demonstrate a growth mind-set and encourage a growth mind-set in others
- show a willingness to delegate responsibilities and to develop staff in the department
- show a willingness to accept responsibility
- demonstrate collegiality within the school and department.

Staff Management

- The AHOD should assist with staff management to:
 - i. deal constructively and positively with staff issues as they arise
 - ii. support and reinforce a positive work environment for staff
 - iii. take responsibility for the appraisal and mentoring of staff members and support and reinforce a positive professional appraisal system for staff which meets the requirements of the college policy on performance management
 - iv. Hold regular meetings when necessary.

Student Management

The AHOD will:

- help monitor department systems to identify any problems in the delivery of the curriculum to students
- take responsibility for the discipline of students
- offer staff guidance and appropriate support procedures for managing students
- ensure that appropriate work is set for students and marked by Technology teachers
- ensure that teachers monitor student progress through accurate recording of performance
- provide teachers with support in classroom management
- be responsive to the needs and concerns of students and parents in curriculum and assessment matters
- when necessary, liaise with the Guidance Department, Deans and Learning Support staff on matters of student management and progress.

Relationships

- The Principal is responsible for the conditions of employment of the AHOD of Technology.
- The AHOD will work on developing relationships with teachers and students which are positive and supportive and which encourage open communication, co-operation and the sharing of ideas and tasks.

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AHOD TECHNOLOGY (NAME)

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Date

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PRINCIPAL (Patrick Gale)

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Date