



JOB DESCRIPTION

Position: **Acting Head of Physical Education and Health Faculty**
Fixed-term full-time position 14 July 2025 – December 2026
4 Management Units (4MUs) and 2 MMAs and 5 periods of non-contact

Responsible to: The Principal, for Leading Teaching and Learning in the faculty, for undertaking/managing a number of Key Tasks, and for undertaking/leading a school-wide management or leadership activity.

Preface / The Focus:

1. It is understood that 'management' involves the completion of a number of clearly defined tasks, designed to ensure the smooth, effective and efficient running of the organisation whereas 'leadership' is likely to involve more creative and innovative activities, sometimes designed to change the organisation and usually designed to achieve excellence generally, and to improve outcomes specifically.
2. It is expected that the Head of Faculty will delegate to unit holders and other staff in the faculty, at least some of the management activities or tasks identified in this Job Description. This is viewed as appropriate professional development for all staff within the faculty.
3. The Head of Faculty is encouraged and expected to place some considerable emphasis on the activities listed under leading Teaching and Learning. The management of the various defined tasks should not assume a position of predominance for the Head of Faculty.
4. All staff should be encouraged to be creative and innovative. The climate within the faculty should allow open discussion, action or change with respect to Teaching and Learning.
5. While a key role is promoting and developing subjects and student learning/achievement within their own faculty, a positive wider perspective and support of the entire school must also be demonstrated.

Leading Teaching and Learning

1. Model teaching at the highest possible level.
2. Undertake professional dialogue and reading, including dialogue with other curriculum leaders, both within and external to the school.
3. Observe classroom teaching and professional practices and feedback on these to teachers.
4. Identify models of good practice and provide opportunities for all teachers to observe and to learn from this good practice.
5. Identify skills that he/she will share with other HOFs.
6. Use and analyse achievement data for the purpose of improvement in curriculum delivery and student achievement outcomes.
7. Place an emphasis on those students who are not achieving to expectation and determine ways through which their achievement levels may be improved.
8. Place an emphasis on the achievement levels of Māori students and put in place actions designed to ensure the achievement levels of Māori students at least match or are equivalent to the achievement levels of the year group as a whole.
9. Advise teachers on behaviour management strategies through individual advice and support. Assist teachers in implementing the school's behaviour management system.
10. On an annual basis, establish faculty priorities or goals, ensuring these are related to school priorities or goals.

11. Critically evaluate programmes of assessment to ensure assessment activities remain relevant and appropriate for the learning which has occurred and to ensure the amount of assessment undertaken is sufficient, but not excessive, for the purpose with which the assessment is designed.
12. Develop ways through which staff strengths and talents are promoted.
13. Provide an environment where risk taking, with respect to creative and innovative activities, is encouraged amongst teachers.
14. Promote, review and evaluate faculty programmes, including student evaluation of these programmes.
15. A senior leader will be linked to each faculty, in a supportive and mentoring way.
The Head of Faculty will report to the senior leader on teaching and learning within the faculty.

Faculty Management / Leadership Responsibilities

1. Ensure the development and updating of schemes of work for the delivery of all courses within the faculty, ensuring these reflect national curriculum statements and are regularly updated as the need arises.
2. Develop assessment techniques and methods of reporting student progress which are consistent with national requirements and with school-wide assessment and reporting policies.
3. Manage professional development activities within the faculty. All professional development requests within the faculty are to be approved by the HOF, ensuring a close link exists between the professional development activities and the faculty and school priorities or goals.
4. Undertake an analysis of a wide range of student achievement information.
5. Be an efficient manager of resources, including finances, staffing, and rooming allocations. With respect to staffing, it is expected that teachers will be allocated classes which reflect a range of year levels and student abilities and consider the specific skills and interests of individual teachers.
6. Prepare an Annual Assessment Report for the Board of Trustees.
This report will focus on student achievement and any other priorities established by the Board of Trustees.
7. Be an active participant in the school's attestation and professional growth cycle programme.
8. Membership of an appropriate subject association is expected.
9. Additional activities will include convening faculty meetings, ensuring work for relief teachers is provided if necessary, and facilitating the preparation of written materials for the school's newsletters and annual magazine.
10. The HOF will promote communication between the faculty and parents/caregivers. This includes co-ordinating newsletter articles and Lymphad reports to promote the faculty and student achievements.

Schoolwide Management / Leadership Responsibilities

It is expected that the Head of Faculty will:

1. Develop a general understanding of school-wide issues and be involved in discussion and consultation on these issues. This will commonly occur at the Head of Faculty / Curriculum Committee meetings.
2. Advise the appropriate Senior Leader (and Principal) on all significant matters relating to the faculty and make recommendations as appropriate.
3. Actively support the school's vibrant co-curricular programme.