



**Rangitoto
College**

Job description for the position of Curriculum Leader of Classics

Prime Responsibilities

- to supervise and enhance the teaching of the Classics curriculum
- to assist in the operation of a performance management system within the Social Science Department consistent with College policies on performance management
- to manage and professionally lead the teachers of Classics in a manner consistent with College policies and practices
- to teach within the Social Science Department and, in doing so, meet all requirements for a teacher as set out in the job description for a teacher.
- to contribute to the wider life of the College

Key Competencies

Curriculum Management

Competence will be demonstrated by:

- being conversant with, and competent in, the New Zealand Curriculum of the subjects taught
- schemes of work in place consistent with national curriculum guidelines for relevant NCEA standards
- all Social Science policies and practices being consistent with College policies and practices
- assessment policies and practices in place which meet NZQA requirements and are consistent with College policies and practices

Staff Management

Competence will be demonstrated by:

- the successful operation of a performance management system in Classics which meets the requirements of the College policy on Performance Management
- appropriate delegations and responsibilities in place which
 - i. are understood
 - ii. enable teachers to achieve their objectives
 - iii. provide an environment of support where requirements are not being met
- regular Classics meetings being held
- quality advice on staff appointments to the HOD Social Science or the Principal as required

Student Management

Competence will be demonstrated by:

- monitoring systems in place within Classics to identify any problems in the delivery of the curriculum to students
- appropriate work is set for students and marked by Classics teachers
- teachers monitor student progress through accurate recording of performance
- teachers are provided with support in classroom management
- responsiveness to the needs and concerns of students and parents in curriculum and assessment matters
- liaison with the Social Science Department, Deans and Learning Support staff on matters of student management and progress

Resource Management

Competence will be demonstrated by:

- working with the HOD Social Science on the preparation of an annual budget in line with College policies
- the administration of Classics funds according to established financial policies and practices
- the keeping of accurate inventories of equipment and materials
- the maintenance of resources which are current and in good condition

Relationships

The Principal is responsible for the conditions of employment of the Curriculum Leader of Classics. The Curriculum Leader will, on a day-to-day basis, work most closely with the HOD Social Science as well as the Curriculum Leader of Classics.

Curriculum Leaders are encouraged to develop relationships with teachers and students which are positive and supportive and which encourage open communication, co-operation and the sharing of ideas and tasks.

Reporting

The Curriculum Leader of Classics will contribute to the management plan of Senior Social Studies to any extent requested by the HOD Social Science.

The Curriculum Leader of Classics will report to the HOD Social Science on the performance of the Classics teachers.

The HOD Social Science will be responsible for the performance management appraisal of the Curriculum Leader of Senior Social Studies.

Expectations

The position of Curriculum Leader carries with it a number of expectations including:

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

In addition to the above expectations, most important will be the achievement of the objectives set by the Curriculum Leader of History for the ensuing year, and which have been agreed to by the HOD Social Science.

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CURRICULUM LEADER CLASSICS (NAME)

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Date

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PRINCIPAL (Patrick Gale)

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Date