



**Rangitoto  
College**

## **Curriculum Leader - Physics**

### **OVERVIEW**

Rangitoto College seeks to appoint a Curriculum Leader in Physics with responsibility for leading all physics programmes within the College.

### **CORE COMPETENCIES**

1. Excellent leadership skills
2. Strong knowledge of NCEA
3. Highly effective team building and interpersonal skills
4. A first rate understanding of excellent, evidence based, classroom practice

### **BEHAVIOURS**

1. Clear and calm communication
2. Team player who can motivate and inspire others
3. Strong commitment to improving student achievement outcomes
4. High degree of professionalism

### **DELIVERABLES**

Commitment to developing the Physics programmes within the Rangitoto College to ensure excellent outcomes for our students

Working with the HOD Science and key stakeholders to place the school as a leader in New Zealand education

## KEY TASKS AND ACTIONS

<b>Working with the HOD, Science</b>	<p>Be responsible to the HOD of the Science Department.</p> <p>Participate in departmental curriculum managers' meetings.</p> <p>Participate in overseeing the professional growth cycle for physics staff.</p> <p>Seek advice from the HOD when necessary and keep HOD informed of issues arising in Physics.</p> <p>Support the HOD Science in the running of the Department and in positively supporting the overall Department and school wide goals</p>
<b>Curriculum Delivery and Management</b>	<p>Be an expert teacher of Physics and demonstrate best teaching pedagogy</p> <p>Take responsibility for managing and administering the Physics curriculum at Years 12-13. Including support of the Year 11 Physics programme and scholarship.</p> <p>Work with I.B Physics teachers in terms of equipment, resources and support. Develop a sound understanding of the IB programme.</p> <p>Liaise with Curriculum Managers of Junior Science regarding the development of Physics Curricula in the Junior Science programme</p> <p>Promote quality teaching and enhanced learning opportunities to maximise student achievement and engagement</p> <p>Keep up-to-date with NCEA curriculum changes and examiners reports</p> <p>Put in place careful and appropriate moderation procedures and keep records of moderation as needed for school records, ERO etc</p> <p>Be responsible for all aspects of the Physics Department mark-book</p> <p>Take an active interest in developments in Physics through communication with other Physics teachers locally through cluster meetings, and nationally via TKI, and through the National Association of Physics Educators</p>

<b>Professional Leadership and Working with Staff</b>	<p>Provide leadership, vision and setting of goals for the Physics Department</p> <p>Effectively represent and communicate to the teaching staff responsible for Y11-13, the goals of the Physics Department</p> <p>Provide effective advice and guidance to members of the Department responsible for the delivery of the Years 11-13 Physics curriculum</p> <p>Regularly seek out and speak to staff to ensure communication channels are kept open</p> <p>Support and reinforce a positive work environment for staff</p> <p>Deal constructively and positively with staff issues as they arise, deferring to the HOD or Assistant HOD for assistance when needed</p> <p>Hold regular staff meetings to ensure communication channels are kept open</p> <p>Promote and manage continued development and sharing of resources</p> <p>Promote quality teaching and enriched learning opportunities</p> <p>Promote trips and speakers to enhance the value of the curriculum</p>
<b>Budget Management</b>	<p>Take responsibility for budget management within Physics including the preparation and monitoring of the budget.</p> <p>Maintain appropriate accounting systems.</p>
<b>Professional Development</b>	<p>Positively support the importance of Professional Development</p> <p>Provide opportunity for discussion and review of schemes of work, curriculum delivery and effective pedagogical practice amongst staff</p> <p>Take part in appropriate Professional Development, both internal and external, to enhance and up-skill expertise in relevant areas of the curriculum</p> <p>Attend professional development support groups outside of school.</p> <p>Be willing to develop and upgrade technology skills as required.</p>

<b>Assessment and Statistical Analysis</b>	<p>Provide HOD with analysis of staff and student performance to help improve student outcome</p> <p>Check whether NCEA results are comparable with/better than the national average.</p> <p>Look at student performance to identify underachievers and determine if the course is meeting student needs.</p> <p>Ensure appropriate procedures are in place for internal assessments.</p> <p>Produce an annual report on the Physics Department to feed into the overall Department report</p>
<b>Personal Qualities</b>	<p>Presents as a consummate professional, who is ethical, honest and respectful of confidentiality</p> <p>Is positive, enthusiastic, constructive and supportive of the school.</p> <p>Is available to staff and is a good listener.</p> <p>Maintains good attendance</p> <p>Is prepared to try something new and/or encourage others to do so.</p> <p>Is willing to accept responsibility</p>

## Reports to: HOD Science

**2 MU's, permanent**

**Time allocation - 2.4 hours release time per 6 day cycle**

.....  
CURRICULUM LEADER PHYSICS (NAME)

.....  
DATE

.....  
PRINCIPAL (Patrick Gale)

.....  
DATE