



## Position Description

<b>Position:</b>	Assistant Head of Learning Area
<b>Responsible To:</b>	Head of Learning Area/Senior Leadership Team
<b>Engagement Type:</b>	Fixed-Term
<b>Purpose:</b>	To provide support to the HoLA in various aspects of the learning area's operation, management and leadership.

## KEY RESPONSIBILITIES/JOB DUTIES

- Support, model and promote the school's strategic plan, including its vision and values.
- To support and enhance student engagement learning, progress and achievement and the achievement of school-wide goals including the ākongā profile.
- To support the HoLA with the implementation of school-wide initiatives to support student engagement, learning, progress and achievement.
- To support the school and HoLA in developing and improving best pedagogies and teaching practices.
- Assist in the provision of professional leadership to a team of teachers in the delivery of the full range of subjects within the Learning Area teaching from Year 9 to Year 13 and Scholarship.
- Develop various aspects of the Learning Area's programme which may include:
  - Unit Design
  - Amending and/or developing new assessments
  - Literacy and Numeracy across the Curriculum
  - Culturally responsive pedagogies including Maori & Pasifika content integration
- Meet regularly with the HOLA and other Learning Area teachers to ensure quality outcomes are being delivered for curriculum, teaching standards, student achievement and assessment.
- Other duties as reasonably required by the HOLA or member of the school's Senior Leadership Team.

*Note: As this is not a stand alone position, the Practising Teacher position description and responsibilities also apply.*

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform any reasonable and lawful duties outside of their normal responsibilities from time to time, as requested by their line manager.*



## Position Description

<b>Position:</b>	Practising Teacher
<b>Responsible To:</b>	Head of Learning Area/Senior Leadership Team
<b>Purpose:</b>	Fulfill the code of professional responsibility and standards for the teaching profession as set out by the Teaching Council. Support students to fulfill all aspects of the WHS Ākonga Profile.

## KEY RESPONSIBILITIES

### Adhere to the Values that underpin the teaching Code and Standards as set out by the Teaching Council:

- **Whakamana:** empowering all learners to reach their highest potential by providing high-quality teaching and leadership.
- **Manaakitanga:** creating a welcoming, caring and creative learning environment that treats everyone with respect and dignity.
- **Pono:** showing integrity by acting in ways that are fair, honest, ethical and just.
- **Whanaungatanga:** engaging in positive and collaborative relationships with our learners, their families and whānau, our colleagues and the wider community.

### Code of Professional Responsibility:

1. Commitment to the teaching profession - Ko Te Ngākaunui Ki Te Umanga Whakaakoranga
2. Commitment to Learners - Ko Te Ngākaunui Ki Ngā Ākonga
3. Commitment To Families And Whānau - Ko Te Ngākaunui Ki Ngā Whānau
4. Commitment To Society - Ko Te Ngākaunui Ki Te Hapori Whānui

### Adhere to the standards for the teaching profession as per the Teaching Council:

1. **Te Tiriti o Waitangi partnership:** Demonstrate commitment to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand.
2. **Professional Learning:** Use inquiry, collaborative problem solving and professional learning to improve professional capability to impact on the learning and achievement of all learners.
3. **Professional Relationships:** Establish and maintain professional relationships and behaviours focused on the learning and wellbeing of each learner.
4. **Learning-focused culture:** Develop a culture that is focused on learning, and is characterised by respect, inclusion, empathy, collaboration and safety.
5. **Design for learning:** Design learning based on curriculum and pedagogical knowledge, assessment information and an understanding of each learner's strengths, interests, needs, identities, languages and cultures.
6. **Teaching:** Teach and respond to learners in a knowledgeable and adaptive way to progress their learning at an appropriate depth and pace.

For more details and for any updates to the above please refer to the Teaching Council.



**Comply and uphold the Professional Standards for Secondary Teachers as per Supplement 1 of the Secondary Teachers' Collective Agreement.**

Includes but not limited to standards of:

1. Professional Knowledge
2. Professional Development
3. Teaching Techniques
4. Student Management
5. Motivation of Students
6. Te Reo me ona Tikanga
7. Effective Communication
8. Support for and Co-operation with Colleagues
9. Contribution to Wider School Activities

**Comply with the policies and procedures of the Wakatipu High School Board of Trustees.**

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