



# Christchurch Girls' High School | Te Kura o Hine Waiora

Manaakitanga. Whanaungatanga. Aroha. Rangatiratanga.

## Te Whakatūranga ō Mahi

## POSITION DESCRIPTION

### Head of Department (HoD) Art

<b>Reports to</b>	The Principal
<b>Responsible to</b>	HoLA for The Arts
<b>Functional Relationships</b>	Assistant Principal(s)/Deputy Principal(s) Other HoDs Teaching Staff in the Department Office Staff Outside groups.
<b>Position details</b>	Fixed-Term

### Responsibilities

As a key member of our staff, the HoD Art will lead with our values:

#### **Manaakitanga**

Leading with moral purpose

#### **Whanaungatanga**

Leading by building and maintaining authentic relationships

#### **Aroha**

Leading with empathy and understanding

#### **Rangatiratanga**

Leading with Mana and empowering others

Our teachers | *kaiako* will prioritise a relational and responsive culture while shaping a future focused curriculum. They will foster a team spirit of collaboration amongst staff and engage in reflective practice.

This Position Description is to be read in conjunction with the school's [Strategic Plan](#), the [Education Council Educational Leadership Capability Framework](#), [Standards for the Teaching Profession](#) and [Tataiako competencies](#).

This is a supplement to the Generic Teacher Position description which applies to all teachers at Christchurch Girls' High School | Te Kura o Hine Waiora.

### Personal Attributes |

#### **Kā Āhuatanga Whaiaro**

- Courageous, caring, compassionate and has a high level of integrity, trust and authenticity.
- Developing change leadership skills with the ability to lead, motivate and support staff.
- Lifelong learner who is willing to engage with current thinking and research around future education.
- Ability to work collaboratively in a team approach with both staff and students.

- Ability to develop and manage quality relationships with parents and caregivers, whānau and community.
- Strong organisational skills and ability to prioritise, often under significant time pressure.
- Strong interpersonal and communication skills.
- An ability to think laterally and to problem solve.

## Primary Objectives | Whāinga

- To maintain a high standard of teaching and learning within the Art Department.
- To develop opportunities for all students to have a rich and authentic experience within and beyond the classroom.

## Key Accountabilities | Ngā Takohanga

Key Tasks	Key Objectives	Expected Outcomes
<b>Teaching and Curriculum Responsibilities</b>	<ul style="list-style-type: none"> <li>• To lead members of the department in the development of appropriate syllabi, materials, schemes of work, resources and pedagogy.</li> <li>• To ensure the necessary equipment, texts and resources are available to members of the department and that they are adequately maintained.</li> <li>• To manage the department's budget.</li> <li>• To take responsibility for probationary teachers within the department.</li> <li>• To ensure an appropriate assessment programme is carried out.</li> <li>• To endeavour to ensure students are well prepared for external awards and examinations.</li> <li>• To take part in meetings with parents and colleagues that are relevant to the above duties.</li> </ul>	<ul style="list-style-type: none"> <li>• A collaborative approach supports the development of schemes of work, resources and effective pedagogy</li> <li>• The necessary equipment, texts and resources are available to members of the department</li> <li>• The department's budget is managed effectively</li> <li>• Probationary teachers within the department are supported</li> <li>• An appropriate assessment programme is delivered</li> <li>• Students are well prepared for external awards and examinations.</li> <li>• Meetings with parents and colleagues that are relevant to the above duties are held</li> </ul>
<b>Te Tiriti o Waitangi partnership</b>	<p><b>Demonstrate commitment to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand</b></p> <ul style="list-style-type: none"> <li>• Specifically, and effectively address the educational aspirations for Māori learners, displaying high expectations for their learning so Māori achieve educational success as Māori</li> <li>• Demonstrate respect for the histories, heritages languages and cultures of both partners to the Treaty of Waitangi/te Tiriti o Waitangi</li> <li>• Practice and develop the use of te reo Māori me ngā tikanga</li> </ul>	<ul style="list-style-type: none"> <li>• Pronounce and use Maori names and words correctly</li> <li>• Develop Maori language knowledge appropriate to the learning area</li> <li>• Incorporate elements of Te Reo and Tikanga Maori into lessons and classroom</li> <li>• Participate in Maori cultural events and developing understanding of local protocols, tikanga and kawa where relevant</li> </ul>
<b>Professional Leadership</b>	<ul style="list-style-type: none"> <li>• To foster the professional development of staff within the department</li> <li>• To take part in appropriate professional development programmes.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff have opportunities for professional development to grow their capabilities</li> </ul>
<b>Financial Assets</b>	<ul style="list-style-type: none"> <li>• Effectively and efficiently uses available financial resources and assets, within delegated areas of authority</li> </ul>	<ul style="list-style-type: none"> <li>• Financial resources and assets are used effectively and efficiently to support improved pastoral and academic outcomes for students</li> </ul>

<b>Community</b>	<ul style="list-style-type: none"> <li>Contribute to building a positive culture across the school with a connected, engaged, caring and supportive community</li> <li>Develops and maintains positive respectful relationships with students, staff, whānau and the wider community</li> <li>Communicates effectively and establishes good communication processes within the school and with the community</li> <li>Strengthen community relations through connections with parents, whānau, prospective parents and the wider community</li> </ul>	<ul style="list-style-type: none"> <li>A positive culture exists across the school with a connected, engaged, caring and supportive community evidenced</li> <li>Positive respectful relationships are developed and maintained</li> <li>Effective communication processes are maintained within the school and with the community</li> <li>Community relations are strengthened</li> </ul>
<b>Contribution to School Life</b>	<ul style="list-style-type: none"> <li>Engage actively in implementing and fulfilling the obligations of the school strategic and annual plan</li> <li>Contribute to and participate in the corporate life of the school, school-wide co-curricular activities, extra-curricular activities, and events</li> </ul>	<ul style="list-style-type: none"> <li>Obligations of school strategic and annual plans are met</li> <li>Proactive involvement in all aspects of school life</li> <li>School-wide co-curricular activities and extra-curricular activities and events are supported</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Adhere to and implement relevant policies, practices, and procedures for safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Relevant policies, practices, and procedures for safeguarding are implement and adhered to</li> </ul>
<b>Health and Safety</b>	<p>All staff are expected to</p> <ul style="list-style-type: none"> <li>Implement and adhere to all safe work practices and procedures in accordance with the school Health and Safety Policies</li> <li>Monitor and take care of the health and safety of others within your areas of responsibility and report any hazards in accordance with school procedures</li> <li>Participate as required in the resolution of Health and Safety issues and training as required</li> </ul>	<ul style="list-style-type: none"> <li>Health and safety is effectively managed across the school with leadership responsibility for EOTC requirements and safe practice</li> <li>Safe work practices and procedures are adhered to in accordance with the school Health and Safety Policies</li> <li>The Health and Safety within area of responsibility is monitored and hazards reported.</li> <li>Health and safety issues are resolved through a proactive approach and training as required</li> </ul>
<b>Staff Expectations</b>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> <li>Always conduct themselves with professionalism and adhere to the school policies and procedures</li> <li>Promote the vision and values of Christchurch Girls' High School / <i>Te Kura o Hine Waiora</i> and be an advocate for the school and our students in the community</li> </ul>	<ul style="list-style-type: none"> <li>Staff conduct themselves with professionalism and adhere to school procedures and policies</li> <li>The vision and values of Christchurch Girls' High School / <i>Te Kura o Hine Waiora</i> are promoted</li> <li>Positive promotion of the school and advocacy for our students in the community</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>Undertake specific responsibilities and duties at the Principal's   <i>Tumuaki</i> discretion.</li> </ul>	<ul style="list-style-type: none"> <li>Specific responsibilities and duties as directed by the Principal   <i>Tumuaki</i> are executed.</li> </ul>

## HoD Art

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Principal | *Tumuaki*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_