



**Rangitoto
College**

Job Description for the Position of Assistant Head of Department in Mathematics

Appointment

- The position of Assistant Head of Department (AHOD) in Mathematics carries with it a combined total of three management units (3MU).
- One management unit (1MU) is assigned to the role of AHOD.
- The AHOD also takes on the management of an additional, significant area of responsibility in the Mathematics Department, which carries with it two management units (2MU).
 - *Currently the AHOD's specific portfolio will be for Year 11 Mathematics.*
 - *NB: Areas of responsibility and specific portfolio leadership are subject to review and may be redistributed by the HOD Mathematics to meet departmental strategic or operational needs.*

Expectations

The AHOD should be positive, enthusiastic, professional, constructive and supportive of the school; available to staff and a good listener; show a willingness to delegate responsibilities and to develop staff in the department; show a willingness to accept responsibility; and demonstrate collegiality within the school and department.

In addition, the Assistant Head of Department is expected to:

- Be an excellent role model and professional leader to all staff.
- Demonstrate a willingness to accept responsibility.
- Demonstrate a commitment to the College's tradition for excellence.
- Teach within the Mathematics Department, meeting all requirements set out in the job description for a teacher.
- Make a positive contribution to the life of the College outside the classroom.
- Demonstrate a genuine interest in staff and students and a desire to see them achieve their full potential.
- Be accurate and diligent in the recording of student performance and departmental data.
- Participate actively in professional development and performance management programmes.

Prime Responsibilities

At all times, it is the responsibility of the AHOD to work closely with the Head of Department to:

- Maintain and improve current departmental systems.
- Positively influence the general direction and policies of the department.
- Manage and professionally lead teachers in a manner consistent with College policies.
- Shortlist, interview, and make decisions about new staff, and offer advice on staff appointments to the HOD Mathematics, the Deputy Principal line manager for Mathematics, or the Principal as required.
- Contribute to the operation of the departmental performance management system.
- Supervise the teaching of the curriculum within assigned areas of responsibility.
- Provide senior leadership within the department and offer advisory support to the HOD, Deputy Principal, or Principal as required.

NB: While the AHOD provides significant leadership and advisory support, final approval for major departmental policy shifts, significant curriculum changes, and final staffing appointments rests with the HOD or Principal.

Key Competencies

1. Curriculum Leadership

Competence will be demonstrated by:

- Being conversant with, and expert in, the New Zealand Curriculum.
- Leading curriculum delivery within the assigned areas of responsibility.
- Contributing to and promoting the continued development and sharing of resources within the Curriculum Leader team by assisting the HOD in reviewing curriculum plans and resources developed to ensure vertical alignment and adherence to College standards.
- Promoting quality teaching and enhanced learning opportunities across the Department.
- Ensuring that appropriate work is set for students and marked by Mathematics teachers.
- Being up-to-date with curriculum changes and examiner reports, and ensuring all courses within the areas of responsibility align with national guidelines.
- Ensuring that assessment policies and practices are in place which meet the NZQA / IBO requirements as appropriate, and are consistent with College policies and practices.
- Contributing to the development and updating of year plans, schemes of work, and departmental goals.
- Promoting the roll-out of new College initiatives.
- Ensuring that all Mathematics policies and practices are consistent with College policies and practices.

2. Staff Management

Competence will be demonstrated by:

- Fostering and reinforcing a positive, collegial work environment for staff.
- Supporting teachers and facilitating regular, purposeful departmental meetings.
- Supporting teacher training and provisionally registered teacher mentoring where possible.
- Managing delegations to staff which are understood by staff and enable teachers to achieve their objectives.
- Conducting analyses of staff performance and setting achievement goals with Curriculum Leaders and individual staff, in consultation with the HOD.
- Dealing constructively and positively with staff issues, providing an environment of support in cases where requirements are not being met.
- Assisting in the operation of a professional appraisal and mentoring system that meets College policy.

3. Student Management

Competence will be demonstrated by:

- Monitoring departmental systems to identify and resolve issues as they arise.
- Providing teachers with guidance and support in classroom management and student progress monitoring.
- Ensuring that performance data is accurately recorded.
- Being responsive to the needs and concerns of students and parents in curriculum and assessment matters.
- When necessary, liaising with the Guidance Department, Deans and Learning Support staff on matters of student management and progress.
- Taking responsibility for student discipline and management as assigned in any review of responsibilities.

4. Department Management

Competence will be demonstrated by assisting the HOD Mathematics to:

- Set goals with curriculum leaders and individual staff.
- Use performance data and analyses in departmental strategic planning.
- Ensure that good procedures are in place for assessments.
- Allocate timetable and staff responsibilities.
- Promote the continued development, sharing, and management of departmental resources.
- Oversee the implementation and monitoring of Health and Safety procedures.
- Prepare and present formal reports for the Principal and the Board of Trustees.

Relationships

The Principal is responsible for the conditions of employment of the Assistant Head of Mathematics. The AHOD will, on a day-to-day basis, work most closely with the HOD Mathematics .

The AHOD will work on developing relationships with teachers and students which are positive and supportive and which encourage open communication, co-operation and the sharing of ideas and tasks.

In addition to the above expectations, most important will be the achievement of the objectives set by the Assistant Head of Department for the ensuing year, and which have been agreed to by the Head of Department of Mathematics .

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Assistant Head of Department Mathematics
(Name)

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Date

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Principal
(Greg Thornton)

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Date