



Christchurch Girls' High School | Te Kura o Hine Waiora

Manaakitanga Whanaungatanga Aroha Rangatiratanga

Te Whakatūranga ō Mahi

POSITION DESCRIPTION

Assistant Head of Learning Area (HoLA) for English

Reports to	The Principal Tumuaki
Responsible to	HoLA for English
Functional Relationships	Teaching staff in the Faculty HoLAs HoDs Senior Leadership Team
Position details	Permanent Full Time

Responsibilities

As a key member of our staff, the Assistant HoLA for English 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

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](#).

The position has 2MU and 1 MMA allocated on a permanent basis and 4 hours release time per fortnight for these responsibilities, in addition to the standard teacher non-contact allocation under the Secondary Teachers' Collective Agreement 2025 - 2027.

Personal Attributes | Kā Āhuatanga Whaiaro

- Committed to ongoing self-reflection, with the ability to critically examine their own practice, recognise areas for growth and respond constructively to feedback.
- 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 the wider school 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 ASSIST the Head of Learning Area (English) as agreed and designated in the following objectives:

- To reflect and contribute to the strategic direction of the school.
- To ensure the quality delivery of the curriculum to meet the learning needs of the students in the Department.
- To provide professional leadership and support for members of the Department in all areas of curriculum assessment.
- To manage the resources of the Department.
- To maintain collegiality within the Department and with other departments through professional collaboration.

Key Accountabilities | Ngā Takohanga

Key Tasks	Key Objectives	Expected Outcomes
Teaching and Curriculum Responsibilities	• Lead members of the Learning Area in the development of appropriate syllabi, materials, schemes and preparation of relevant resources • To ensure an appropriate curricula programme is carried out and students are well-prepared for NCEA assessment tasks • Oversee the implementation of NCEA, including Scholarship	• Quality systems for curriculum delivery are maintained • Seek appropriate professional development opportunities that enhance curriculum delivery • Quality systems for assessment are developed and maintained • Each level of NCEA is smoothly implemented
Te Tiriti o Waitangi partnership	Demonstrate commitment to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand • Specifically, and effectively address the educational aspirations for Māori learners, displaying high expectations for their learning so Māori achieve educational success as Māori • Demonstrate respect for the histories, heritages languages and cultures of both partners to the Treaty of Waitangi/Te Tiriti o Waitangi • Practice and develop the use of te reo Māori me ngā tikanga	• Pronounce and use Māori names and words correctly • Develop Māori language knowledge appropriate to the learning area • Incorporate elements of Te Reo and Tikanga Māori into lessons and classroom • Participate in Māori cultural events and developing understanding of local protocols, tikanga and kawa where relevant
Professional Leadership	• Provide support and guidance for members of the Learning Area • Ensure Learning Area appraisal is carried out annually and compilation of Standards for the Teaching Profession material is on-going for all Learning Area members • Foster the professional development of staff in the Learning Area • Be a good advocate for the Learning Area	• Attestation is satisfactory • Members of the Learning Area work as a cohesive group • Teaching strengths are developed and evaluated • Staff are up to date with current educational development and practice, including the use of IT in the classroom, e-learning and collaborative practices • The Learning Area retains its place as a Learning Area which is valued and appreciated by staff and students

	• Be aware of recent developments in teaching • Employ a consultative approach to decision-making with the Learning Area • Work with school management to comply with the strategic plan for the school • Ensure accurate Learning Area records are maintained	• The Learning Area is perceived as strong and progressive both within and outside the school • Decision-making happens in a fair and transparent way after full consultation • Valid information for future planning is produced • Relevant records are available to assist teaching programmes
Manage the Resources of the Learning Area	• Supervise the care and use of all rooms and resources used for the Learning Area • Resources within the Learning Area are managed and allocated effectively	• Facilities and resources are maintained to a high standard and health and safety procedures are adhered to at all times, including procedures relating to safe storage and use of hazardous materials • Each staff member has fair access to resources necessary for effective delivery of the curriculum
Collegiality	• Collaborate with members of the school's middle management group • Participate in and, where necessary, initiate meetings with parents and colleagues which are relevant to the position of Head of Learning Area	• The learning area contributes in a professional and thoughtful way to wider school initiatives • Information and communication between members of the school community is open and useful
Financial Assets	• Effectively and efficiently uses available financial resources and assets, within delegated areas of authority	• Financial resources and assets are used effectively and efficiently to support improved pastoral and academic outcomes for students
Community	• Contribute to building a positive culture across the school with a connected, engaged, caring and supportive community • Develops and maintains positive respectful relationships with students, staff, whānau and the wider community • Communicates effectively and establishes good communication processes within the school and with the community • Strengthen community relations through connections with parents, whānau, prospective parents and the wider community	• A positive culture exists across the school with a connected, engaged, caring and supportive community evidenced • Positive respectful relationships are developed and maintained • Effective communication processes are maintained within the school and with the community • Community relations are strengthened
Contribution to School Life	• Engage actively in implementing and fulfilling the obligations of the school strategic and annual plan • Contribute to and participate in the corporate life of the school, school-wide co-curricular activities, extra-curricular activities, and events	• Obligations of school strategic and annual plans are met • Proactive involvement in all aspects of school life • School-wide co-curricular activities and extra-curricular activities and events are supported
Safeguarding	• Adhere to and implement relevant policies, practices, and procedures for safeguarding	• Relevant policies, practices, and procedures for safeguarding are implement and adhered to
Health and Safety	All staff are expected to • Implement and adhere to all safe work practices and procedures in accordance with the school Health and Safety Policies	• Health and safety is effectively managed across the school with leadership responsibility for EOTC requirements and safe practice

	• 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 • Participate as required in the resolution of Health and Safety issues and training as required	• Safe work practices and procedures are adhered to in accordance with the school Health and Safety Policies • The Health and Safety within area of responsibility is monitored and hazards reported. • Health and safety issues are resolved through a proactive approach and training as required
Staff Expectations	All staff are expected to: • Always conduct themselves with professionalism and adhere to the school policies and procedures • Promote the vision and values of Christchurch Girls' High School Te Kura o Hine Waiora and be an advocate for the school and our students in the community	• Staff conduct themselves with professionalism and adhere to school procedures and policies • The vision and values of Christchurch Girls' High School Te Kura o Hine Waiora are promoted • Positive promotion of the school and advocacy for our students in the community
General	• Undertake specific responsibilities and duties at the Principal's Tumuaki discretion.	• Specific responsibilities and duties as directed by the Principal Tumuaki are executed.

Assistant HoLA for English

Name: _____

Signature: _____

Date: _____

Principal | Tumuaki

Name: _____

Signature: _____

Date: _____