

## JOB DESCRIPTION

|                                  |                                                                                                                                       |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>POSITION:</b>                 | Teacher in Charge Mechatronics                                                                                                        |
| <b>TENURE:</b>                   | Permanent, Full-time                                                                                                                  |
| <b>RENUMERATION:</b>             | 1MU - Fixed-term for 1 year                                                                                                           |
| <b>REPORTS TO:</b>               | HOF Technology                                                                                                                        |
| <b>FUNCTIONAL RELATIONSHIPS:</b> | Headmaster; Senior Leadership Team; Heads of Faculty; Learning area; HODs; Staff; Students; Parents, Caregivers and Whānau; Community |

### PRIMARY RESPONSIBILITIES

- To promote the vision, values and goals of Shirley Boys' High School;
- Focus on improving student learning and success;
- Establish, develop and lead learning and achievement in Mechatronics that aligns with the vision, values and goals of Shirley Boys' High School;
- Develop an engaging programme of learning supported by high-quality teaching;
- Ensure that the Mechatronics learning area is established and operating effectively;
- Provide advice and guidance to staff, and support their professional learning;
- Implement regular and effective self-review;
- Demonstrate a commitment to New Zealand/Aotearoa's bicultural heritage;
- Understand and grow culturally responsive practice;
- Communicate openly and effectively;
- Be responsible for the initial setup, finances and budget oversight of the new subject area;
- Manage equipment, software, and physical resources efficiently and safely.

### KEY RESPONSIBILITIES

| Responsibilities        | Specific tasks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Professional leadership | <ul style="list-style-type: none"><li>• Provide a link between Headmaster and staff within the learning area.</li><li>• Share information about the new Mechatronics learning area with other teachers.</li><li>• Maintain an overview of student progress within the learning area by looking at student outcomes, teacher effectiveness and the enhancement of student learning.</li><li>• Establish liaison with other technology and science learning areas to look at common areas of learning and curriculum integration.</li><li>• Provide parents and students at the start of the year and later in the year as necessary, with up-to-date course and assessment information.</li><li>• Maintain an active membership with a professional curriculum/technology association.</li><li>• Support the requirements and instructions of the Principal's Nominee.</li></ul> |

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Curriculum leadership | <ul style="list-style-type: none"> <li>• Design and implement new schemes of work with an initial focus on Years 9–11, reviewing them on an annual basis as the subject grows</li> <li>• Develop an engaging programme of learning supported by high-quality teaching.</li> <li>• Ensure that appropriate assessment practice is occurring, aligned with the New Zealand Technology Curriculum.</li> <li>• Maintain an overview of student progress within the learning area by looking at student outcomes, teacher effectiveness and the enhancement of student learning.</li> <li>• Keep up to date with effective pedagogy, emerging mechatronics/robotics technologies, and inform staff of curriculum developments.</li> <li>• Prepare material for subject booklets to assist in course selections.</li> </ul> |
| People leadership     | <ul style="list-style-type: none"> <li>• Support the professional growth and development of staff.</li> <li>• Promote a positive and professional culture amongst staff.</li> <li>• Nurture staff wellness and engagement.</li> <li>• Provide advice and guidance for provisionally registered teachers.</li> <li>• Provide constructive support, advice and guidance to all staff.</li> <li>• Ensure staff are well-informed and meet deadlines.</li> <li>• Consult staff on their professional learning needs and co-ordinate staff development where appropriate.</li> <li>• Ensure effective communication exists within the learning area.</li> </ul>                                                                                                                                                            |
| Resource management   | <ul style="list-style-type: none"> <li>• Collectively, establish initial budget requirements for setting up a new subject area and maintain accurate records of expenditure.</li> <li>• Identify, source, and purchase foundational hardware, robotics/electronics kits, software, and consumables necessary for Years 9–11.</li> <li>• Organise, secure, and supervise storage, health and safety compliance, maintenance, and issue of specialized mechatronics resources.</li> <li>• Provide material and advice to enhance the classroom learning environment.</li> <li>• Encourage and facilitate resource development and sharing by staff.</li> </ul>                                                                                                                                                          |
| Teaching              | <ul style="list-style-type: none"> <li>• Teach a range of allocated classes including Years 9–11 Mechatronics and related technology subjects.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |