



## HEAD OF FACULTY CREATIVE AND PERFORMING ARTS

- Responsible to:** The Principal  
Deputy Principal with responsibility for the faculty
- Remuneration:** 3 Management units (3MUs), 2 middle management allowances (2MMAs) and five non-contacts
- Objective:** Leading teaching and learning in the faculty through management of resources and leadership of staff

### Preface / The Focus:

1. It is understood that 'management' involves the completion of a number of clearly defined tasks, designed to ensure the smooth, effective and efficient running of the organisation whereas 'leadership' is likely to involve more creative and innovative activities, sometimes designed to change the organisation and usually designed to achieve excellence generally, and to improve outcomes specifically.
2. It is expected that the Head of Faculty will delegate to unit holders and other staff in the faculty, at least some of the management activities or tasks identified in this Job Description. This is viewed as appropriate professional development for all staff within the faculty.
3. The Head of Faculty is encouraged and expected to place some considerable emphasis on the activities listed under leading Teaching and Learning. The management of the various defined tasks should not assume a position of predominance for the Head of Faculty.
4. All staff should be encouraged to be creative and innovative. The climate within the faculty should allow open discussion, action or change with respect to Teaching and Learning.
5. While a key role is promoting and developing subjects and student learning/achievement within their own Faculty, a positive wider perspective and support of the entire school must also be demonstrated.

### Leading Teaching and Learning

1. Modelling teaching at the highest possible level.
2. Professional dialogue and reading, including dialogue with other curriculum leaders, both within and external to the school. Attendance at subject conferences, taking up opportunities for further study eg: education papers.
3. Observation of classroom teaching and professional practices and feedback on these to teachers.
4. Identifying models of good practice and providing opportunities for all teachers to observe and to learn from this good practice.
5. The HOF will identify particular skills that he/she will share with other HOFs.
6. The use of and analysis of achievement data towards improvement in curriculum delivery and student achievement outcomes.
7. To place an emphasis on those students who are not achieving to expectation and to determine ways through which their achievement levels may be improved.
8. To place an emphasis on the achievement levels of Māori students, and to put in place actions designed to ensure the achievement levels of Māori students at least match or exceed the achievement levels of the year group as a whole.
9. Provide extension and enrichment activities and liaise with the Acceleration and Enrichment Coordinator as to the needs of individual students.
10. To advise teachers on behaviour management strategies through individual advice and support. To assist teachers in implementing the school's behaviour management system.
11. On an annual basis, establish faculty priorities or goals, ensuring these are related to school priorities or goals.

12. To critically evaluate programmes of assessment to ensure assessment activities remain relevant and appropriate for the learning which has occurred and to ensure the amount of assessment undertaken is sufficient, but not excessive, for the purpose with which the assessment is designed.
13. To develop ways through which staff strengths and talents are promoted.
14. To provide an environment where risk taking, with respect to creative and innovative activities, is encouraged amongst teachers.
15. To promote review and evaluation of faculty programmes, including student evaluation of these programmes.
16. A senior leader will be linked to each faculty, in a supportive and mentoring way.  
The Head of Faculty will report to the Senior Leader on Leading Teaching and Learning actions.

#### **Faculty Management / Leadership Responsibilities**

1. To ensure the development and updating of schemes of work for the delivery of all courses within the faculty and to ensure these reflect national curriculum statements and are regularly updated as the need for this arises.
2. To develop assessment techniques and methods of reporting student progress which are consistent with national requirements and with school-wide assessment and reporting policies.
3. To manage professional development activities within the faculty. All professional development requests within the faculty are to be approved by the HOF, ensuring a close link exists between the professional development activities and the faculty and school priorities or goals.
4. To undertake an analysis of a wide range of student achievement information.
5. To be an efficient manager of resources, including finances (e.g. to prepare budgets, oversee purchasing etc) staffing and rooming allocations. With respect to staffing, it is expected that teachers will be allocated classes which reflect a range of year levels and student abilities and also take account of the specific skills and interests of individual teachers.
6. To prepare an Annual Achievement Report for the Board of Trustees.  
This report will focus on the priorities established by the Board of Trustees.
7. To be an active participant in the school's attestation and professional growth cycle programme.
8. Membership of an appropriate subject association is expected.
9. Additional activities will include convening faculty meetings, ensuring work for relief teachers is provided if necessary, and facilitating the preparation of written materials for the school's newsletters and annual magazine.
10. Liaise with Heads of School and provide assessment information to assist with class placements at all Year levels.
11. The HOF will promote communication between the faculty and parents/caregivers. This includes co-ordinating newsletter articles and Lymphad reports to promote the faculty and student achievements.
12. To continue to engage and foster relationship with external providers e.g. tertiary institutions and workforce related industries.
13. To ensure all Faculty staff follow school policies and procedures to enable a safe working environment.

#### **Schoolwide Management / Leadership Responsibilities**

It is expected that the Head of Faculty will:

1. Develop a general understanding of school-wide issues and be involved in discussion and consultation on these issues. This will commonly occur at the Head of Faculty / Curriculum Committee meetings.
2. Advise the appropriate Senior Leader (and Principal) on all significant matters relating to the faculty and make recommendations as appropriate.
3. Actively support the school's vibrant co-curricular programme.

#### **Remuneration**

- The Head of Faculty position incorporates an HOD position within the faculty. The 3 management units and 2 middle management allowances and 5 periods of non-contact replace any management units previously allocated for HOD responsibilities.