



BOTANY DOWNS
Secondary College

Head of Learning Area

Generic Job Description

Position Description

A Head of Learning Area is a pivotal middle leadership and management position at Botany Downs Secondary College. He/she is responsible for the effective delivery of one of the eight Learning Areas described by The New Zealand Curriculum.¹

A Head of Learning Area must effectively lead a team of teachers, some of whom will be Heads or Teachers-in-charge of Subjects, and successfully manage the development and implementation of teaching and assessment programmes that promote the highest possible achievement of students, and fulfil the requirements of The New Zealand Curriculum, within a Learning Area.

A Head of Learning Area is an expert in the Learning Area, maintaining an up-to-date awareness of changes or initiatives within the area, so that BDSC can respond effectively to these. He/she must analyse student achievement data, identify any issues and trends, and lead the development of strategies in response to any concerns. A reflective and collaborative approach and commitment to self and team development is expected. Resources must be effectively managed in order to provide appropriately for the delivery of the curriculum programmes.

A Head of Learning Area is an essential member of the wider leadership of the College. He/she contributes to the overall curriculum development at BDSC in collaboration with other Heads of Learning and Senior Leaders. A Head of Learning is an important representative of the College and must therefore maintain the highest possible standards of communication and presentation to the community.

¹ i.e. English; The Arts; Health and Physical Education; Learning Languages; Mathematics and Statistics; Science; Social Sciences; Technology.

Key responsibilities²

1. Leadership and Administration

- Lead Learning Area staff, encouraging a supportive and collaborative approach.
- Ensure day-to-day management is efficient and supports the effective operation of the Learning Area.
- Represent the Learning Area to all relevant stakeholders³
- Support and contribute to the leadership of the College.

2. Curriculum and Assessment

- Develop, review and implement Teaching Programmes in the relevant Learning Area that fulfil the requirements of The Zealand Curriculum and relevant National Administration Guidelines.
- All assessment documentation and procedures meet the requirements for effective, valid and fair assessment.

3. Student Performance and Management

- Improve student achievement through the support of teachers and development of effective programmes.
- Monitor student achievement data to identify issues or concerns and respond appropriately.
- Promote positive student behaviour management and support with effective discipline procedures to foster student learning.

4. Staff Management and Development

- Ensure that personal and team professional development is an ongoing focus.
- Support the performance management appraisal system at BDSC through being an effective appraiser and support of appraisers and appraisees.
- Maintain awareness of staff needs and respond effectively to these.
- Provide assistance in the allocation and appointment of staff.
- Promote a safe working environment for staff and students as a shared responsibility.

5. Resource Management and Development

- Teaching resources appropriate to the Teaching Programmes are developed and maintained.
- A suitable learning environment is provided to foster subject learning
- Produce accurate records and detailed budget proposals, and ensure expenditure is within the approved budget.

6. Other responsibilities

- The Experienced Classroom Teacher Job Description is subsumed into the Head of Learning Area responsibilities.

² For key performance indicators refer to the Performance Management Appraisal System documentation.

³ e.g. Board of Trustees, Senior Leadership Team, parents, teachers, students.