

POSITION DESCRIPTION

HOD Languages

A PREAMBLE:

All staff at Bethlehem College are expected to model a life based upon a personal commitment to Christ, with consistent expression of the fruit of the Spirit, as well as the exercise of various gifts and talents. In accord with the College's Mission statement, staff will model both service to, and leadership of, their class based on a Biblical understanding of these concepts.

Heads of Departments have a clear responsibility for setting and maintaining the high standards of both teachers and students. As such, you make a major contribution, both to the spiritual climate and to the academic success of the College. For all of this we depend on God and His promise to *'make all grace abound to us, so that in all things at all times, having all that we need, we may abound in every good work.'* (II Corinthians 9:8)

B TEACHING ROLE:

To take responsibility for teaching and learning in your classes, ensuring that both the requirements of the National Curriculum Statements and the School Scheme Documents are followed. It is expected that all subjects will be taught from a biblical perspective, as expressed in the College's Special Character and Mission Statements.

C PROFESSIONAL LEADERSHIP:

1. To oversee the implementation of the Languages Curriculum across Years 7-13, ensuring that this is taught from a biblical Christian perspective.
2. Give regular advice and guidance to all classroom teachers in the department. This also involves visiting classes and teachers and ensuring the professional development needs of staff are met each year.
3. Meet regularly as part of the HOD Committee, reporting and advising on the implementation of the Languages Curriculum.
4. Prepare full schemes of work, ensure implementation and in conjunction with the Assistant Heads of Secondary - Curriculum, regularly review them, keeping up with requirements such as NCEA.
5. Complete and maintain a departmental handbook setting out procedures and expectations for teachers.
6. Lead regular department meetings with teachers in the subject area –at least twice per term, and record minutes from these. At the first one set clearly stated objectives for the department for the current year, based on review and analysis of previous results, particularly of external and common internal assessments and on any school wide goals. The emphasis should be on teamwork, utilising the particular gifts and talents of each teacher, and sharing one another's burdens. Ensure staff complete work to achieve the annual departmental objectives.
7. Establish quantity and standards of work for various levels/classes, approve all formal tests or exams and see sample scripts.
8. Regularly see examples of written work of each class, ensuring that marking is accurate and fair.
9. Oversee and check the accuracy and appropriateness of all written reports relating to curriculum from that department

D GENERAL RESPONSIBILITIES:

1. to take part in daily staff devotions and to attend all relevant staff meetings
2. to take part in Christian professional development meetings as required
3. to keep up to date with current curriculum requirements in the syllabus by personal research, attending relevant courses and professional development seminars
4. to complete accurately and appropriately as required by the Principal and/or Head of Secondary, all tasks of planning, evaluation and record keeping.
5. to help maintain and care for all teaching resources and equipment within the department/s
6. to assist students in the use of information and other relevant technologies
7. to assist the College in other general duties such as playground duty, buses, tuition classes etc.

8. to work with other staff in the planning and preparation of co-curricular (cultural, sporting and outdoor education) programmes as well as assistance at them as appropriate.
9. to attend official College functions which may be held outside of normal school hours
10. to be available after school to work with other staff and/or meet with parents as necessary

E SPECIFIC RESPONSIBILITIES

1. to lead the Languages department
2. to teach French classes at the Senior Secondary level
3. to teach Spanish classes at the Junior Secondary level
4. other responsibilities as agreed from time to time

F APPRAISAL

All aspects of the College's Appraisal and Attestation Programme for teachers must be completed each year.

G ACCOUNTABILITY

For daily supervision to the Head of Secondary and for employment matters to the Principal.

TEACHER **PRINCIPAL** **DATE**