



Northcote College
Job Description
Assistant HoD of Science

Responsible to:	The Principal
Reporting to:	Head of Science
Functional relationship with:	All other teaching and support staff in particular Deans, Guidance Staff and Senior Leadership

This job description should be read in conjunction with:

- NZ Code of Professional Responsibility and Standards for the Teaching Profession (Our Code Our Standards)
- The New Zealand Curriculum
- ERO Evaluation Indicators
- Tātaiako
- The Northcote College Charter and Strategic Plan
- Northcote College Staff Guidelines

Quality teaching at Northcote College requires:

- Focusing on valued student outcomes – kia arotahia ngā hua ākongā uara nui
- Using knowledge, evidence, and inquiry to improve teaching – ko te mātauranga, te taunakitanga me te uiui hei whakapai ake te wahakaako
- Selecting, developing, and using smart tools and worthwhile tasks – ngā taputapu ngaio me ngā mahi whaikiko – whiria, mahia
- Ensuring sufficient and effective opportunities for students to learn – rau te ako, rau te mahi tōtika, rau te hua
- Developing caring, collaborative learning communities that are inclusive of diverse (all) learners – he piringa tauawhi, he piringa mahitahi, he piringa tauakoako, he piringa ākongā rerekura (katoa)
- Activating educationally powerful connections to learners' knowledge, experiences, identities, families, whānau, iwi and communities – whakaterere hono ākongā torokaha, ākongā tū kaha
- Scaffolding learning and provide appropriate feed forward and feedback on learning - te ako poutama
- be responsive to all students' learning, identities, and wellbeing – me aro ki te hā o te ākongā
- promoting thoughtful learning strategies, thoughtful discourse, and student self-regulation – tākina te Wānanga
- Use of assessment for learning – te aromatawai i roto i te ako

Source: ERO School Evaluation Indicators

Key Responsibilities:

- Ensure the safety and wellbeing of students at all times.
- Provide appropriate, effective and engaging learning opportunities for ākongā/learners.
- Have high expectations for ākongā/learners.
- Engage in professional learning, teaching as inquiry and case studies.
- Develop educationally powerful connections and relationships with ākongā/learners, parents/whānau and colleagues.
- Develop students' learning-to-learn capabilities.

- Contribute to the school environment where ākonga/learners are happy and well, thrive academically, enjoy the co-curricular opportunities available and share positive values.
- Comply with board policies and relevant legislation.

Key Tasks Assistant HoD Science:

- Lead curriculum discussions, collaboration development through Junior Science programme into Senior Sciences
- Supporting the HOD, including attending HOD meetings as needed
- Support and organisation of PST's
- Teaching staff performance review of 2-3 colleagues
- Mentoring of colleagues
- Assist in producing the BOT report
- Assist with writing the magazine article
- Supporting department co-curricular activities
- Promoting agreed departmental goals and supporting colleagues with professional learning goals

Key Tasks Teacher of Science

- Teach Science to ākonga/learners as timetabled.
- Employ an advanced range of strategies for motivating students and engaging them in learning.
- Make use of appropriate technologies to enhance student learning.
- Be responsive to individual student needs.
- Develop and maintain a positive and safe physical and emotional environment.
- Engage students positively in learning.
- Use Te Reo Māori and engage in te ao Māori.
- Provide appropriate feedback to students.
- Share information with colleagues.
- Maintain effective working relationships with colleagues.
- Support and provide assistance to colleagues in improving teaching and learning.
- Source and create appropriate learning resources.
- Use appropriate pedagogical techniques.
- Develop ākonga/learners' dispositions, interests and abilities.
- Manage student behaviour effectively.
- Prepare and administer assessments to evaluate ākonga/learner progress and record the results.
- Track and report on ākonga/learner progress and achievement.
- Develop and maintain positive relationships.
- Participate individually and collaboratively in professional learning activities.
- Meet deadlines.
- Participate in staff meetings and department meetings.
- Engage with parents/whānau to support ākonga/learners wellbeing and success.
- Report concerns regarding ākonga/learners' wellbeing and achievement.
- Contribute to curriculum development and innovation.
- Evaluate and reflect on teaching techniques and strategies with a view to improvement.
- Contribute positively to the life of the school and its community.
- Contribute to extra-curricular activities.
- Contribute towards the effective functioning of the total school operation, including the school's relationship with parents and the wider community.