

Role Description

HOD Technology



Vision statement:	Learning excellence, centred on our Catholic faith, personal growth, service to others and strong academic success.
Purpose:	To facilitate student learning by exercising responsibility for the resources and curricular programmes of the Department in line with the general goals of the College strategic plan.
Reports to:	Deputy Principal
Responsible to:	The Principal through the Deputy Principal and other members of the Senior Leadership Team.
Works with:	The other members of the department in sharing the responsibility for the management of student behaviour and delivery of the curriculum.

Key Responsibilities:

- Leadership and management of the Technology Department, including teaching and support staff across all five technology areas.
- To provide professional leadership to ensure the highest quality of learning for students through curriculum development, assessment practices, the review and evaluation of teaching and learning programmes, so that they are aligned to the national guidelines.
- To ensure that all members of the Department perform to the best of their ability, coaching for professional growth and wellbeing, and arranging for advice, support and training where necessary.
- To manage financial and physical resources in keeping with professional obligations and responsibilities as set out in relevant school policies. (Financial Management).
- To oversee the Professional Growth Cycle for all Department staff.
- Develop and maintain positive and productive relationships with staff, students and their parents/caregivers and whānau.
- To support and uphold the Catholic Special Character of the School.
- This role includes a teaching component.

KEY TASKS	EXPECTED OUTCOMES
1. Support the Special Character of the College	• Participate in the events and practices of the College which relate to its Special Character and the upholding of the school values. Act as a positive role model at all times. • Assist with the co-curricular student programme. • Share with colleagues the pastoral duties of care and supervision.
2. Maintain high professional standards	• Uphold the values, standards, and positive reputation of the College and as set out in the Teaching Council Standards • Keep up to date with curriculum development and effective teaching and learning practices. • Participate in and contribute to meetings with other staff, parents and other organisations as required. • Participate in the school's professional learning programme and the school's professional growth cycle.

Role Description

HOD Technology



3. Contribute to the Department	• Carry out the required College and department administrative procedures and tasks assigned including working with others in curriculum planning and resource development. • Contribute to developing a culture that is focused on learning, and is characterised by respect, inclusion, empathy, collaboration and safety. • Using a variety of effective and engaging evidence-based classroom practices, deliver the curriculum according to the national requirements and school priorities. • Assess the curriculum in a fair, valid and consistent manner. • Record and track these assessment outcomes and report/communicate students' progress and achievement to parents/caregivers. • Establish and maintain sensible, clear and consistent classroom routines so that all students have an excellent opportunity for learning.
4. Classroom teaching	• Design learning and plan lessons in order to best engage students and progress their learning, based on curriculum and pedagogical knowledge, assessment information and an understanding of positive learning focused and professional relationships using each learner's strengths, interests, needs, identities, languages and cultures.
5. Commitment to the College's Co-Curriculum Programme	• Make yourself available for a significant co-curricular activity (sporting or cultural) that requires time outside of normal school hours, including weekends in either summer or winter. • Be available for school camps.