

Head of Learning Area | Technology Job Description

Responsible to:

- Principal
- SLT Member responsible for the Learning Area

Functional Relationships

- SLT
- Assistant Head of Learning Area
- Learning Area staff
- Other Heads of Learning Areas
- Year 7 / 8 Community leaders

The primary role of the Head of Learning Area Technology is

- To support the school's vision and annual school wide goals
- To lead a high performing Learning Area team focused on excellence and achievement
- To plan, measure and maintain progression across all year levels within the Learning Area
- To create a culture of excellence within the Learning Area
- To ensure programs of learning are engaging, relevant and effective
- To ensure technology support staff are well supported to be effective in their roles
- To effectively manage the physical teaching and learning spaces for technology
- To make recommendations for all technology resourcing requirements

Key Areas	Expected Outcomes
Learning Area Leadership	
<p>The Head of Learning Area will be a professional leader with responsibility for managing a team of staff. They will demonstrate excellent leadership, communication and professional standards.</p> <p>Actively work towards achieving Learning Area goals that are aligned with the vision for the school.</p> <p>Actively involved in and support the development of a positive and vibrant school culture.</p>	<ul style="list-style-type: none"> ● Leads learning area meetings that are purposeful and productive. Meeting outcomes are goal driven and connected to school wide and learning area annual planning. Student achievement is at the forefront. ● Ensures Learning Area staff are professional with expectations of excellent outcomes in their conduct, their teaching and their attention to the success of students in the Learning Area. ● Establishes and maintains professional and positive relationships with staff, students and parents/caregivers and whanau ● Is an active and contributing member of the Heads of Learning Area Leadership Group ● Ensures the Learning Area is appropriately represented at relevant events such as celebrations and open evenings. ● Leads the Learning Area and Learning Area staff to be actively involved in the development of a positive and vibrant school culture.

	<ul style="list-style-type: none"> ● Prioritises classroom management for Learning Area staff to be a focus area so that student understanding of expectations and conduct is clear. Accountability is evident. Processes are followed. ● To prepare and submit the Annual LA Report to the SLT and Board that demonstrates high level strategic thought and planning to improve outcomes for staff and students
Student Learning	
<p>Ensure the NZC and the Te Mataiaho curriculum refresh is factored into all planning at all Student Learning levels.</p> <p>Student Learning Programs are designed and reviewed regularly to ensure they are engaging, fit for purpose and link to school values, priorities and objectives.</p> <p>Student learning is monitored and supported with robust Learning Area assessment, reporting and data collection processes.</p> <p>Students' individual learning needs are planned for and met.</p>	<ul style="list-style-type: none"> ● Clear links are evident between all programs and the NZ curriculum refresh Te Mataiaho framework. ● Learning Program outlines are documented and provide students, whānau and staff with the necessary information ● Mana ōrite mo te Matauranga Māori is prioritised and evident in all planning and practices ● Numeracy and Literacy within the Learning Area is prioritised and evident in all planning and practices. ● There is clear oversight of student progression from Year 7 to Year 13, including curriculum achievement levels and NCEA. ● Any EOTC is planned for, scheduled and approved by the Head of Learning Area. ● Effective measures for tracking data to inform decisions are developed and applied. ● Effective reporting to parents/whanau on student achievement across the learning area occurs throughout the year ● Gifted and Talented students are catered for through all learning programs. ● Students requiring Learning support are identified and school based services engaged as needed.
Staff Development and Responsibility	
<p>Work with the Assistant Head of Learning Area to provide leadership for staff</p>	<ul style="list-style-type: none"> ● Share responsibility and delegate tasks as appropriate with the Assistant. ● Ensure all staff in the Learning Area have clear expectations and understanding of their role and contributions to the Learning Area.

<p>To provide professional advice and guidance on pedagogy for staff within the Learning Area.</p> <p>The development of professional practice for relevant Learning Area personnel.</p> <p>Identify opportunities for ongoing professional development within the Learning Area.</p> <p>Support the development of leadership capacity of Learning Area staff.</p>	<ul style="list-style-type: none"> ● Maintain up to date perspective on teaching pedagogy relative to the Learning Area. ● Maintain up to date perspective on Learning Area research and development. ● Ensure all Learning Area staff are engaged in professional development relative to the Learning Area and School priorities and objectives. This will include their professional growth cycle, scheduled observations and professional discussions with individual staff. ● Contribute to the school wide professional learning and development programme
Learning Area Organisation	
<p>All units of work for the Learning Area are planned, shared and scheduled for the year.</p> <p>An annual review of student achievement data occurs and feeds into the Board report.</p> <p>The Learning Area budget is managed effectively each year to meet Learning Area and student achievement needs.</p> <p>Resources are effectively managed and stored appropriately.</p>	<ul style="list-style-type: none"> ● A comprehensive Learning Area overview provides a clear plan and schedule for the year and is shared with SLT and Learning Area staff. ● Annual review of achievement data, Learning Area performance relating to student engagement, schoolwide objectives and priorities is reported on to the expectation required for the Principal and Board. ● Relevant Learning Area staff data for this report are presented and completed on time. ● Annual budget requests are presented and prepared as required with Learning Area needs and wants included. ● The learning area is resourced with appropriate equipment etc. for student learning. ● School finance processes are followed with respect to ordering and purchasing, obtaining quotations, receiving goods and recording transactions.

Name | _____

Signature | _____ Date | _____