

# Head of Languages Job Description

Responsible to:

- Principal
- SLT Member responsible for the Learning Area

Functional Relationships:

- SLT
- Te Ao Māori Head of Learning Area
- International Staff

The primary role of the Head of Languages is:

- To provide leadership for all international language programmes and staff
- To establish and grow programs of learning for languages at Pāpāmoa College
- To provide a languages pathway from the junior school to the senior school
- To grow the area into a thriving learning area offering several languages
- To work with the newly established International student programs at Pāpāmoa College
- To create a culture of excellence within the Learning Area
- To ensure programs of learning are engaging, relevant and effective

| Key Areas   | Expected Outcomes   |
|---|---|
| <b>Learning Area Leadership</b>   |   |
| <p>The Head of Languages will be responsible for establishing and developing International language programs at the College</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"> <li>● To create a vision for international languages that is sustainable for Y7 - Y13.</li> <li>● Vision for Languages is connected to school wide and learning area annual planning. Student achievement is at the forefront.</li> <li>● To be at the forefront of international language teaching and learning to ensure we provide relevant and meaningful programmes that meet the special needs of our learners.</li> <li>● To grow and promote international languages that are aligned to other contributing schools and pathways for development.</li> <li>● Establishes and maintains professional and positive relationships with staff, students and parents/caregivers and whanau</li> <li>● Prioritises classroom management to be a focus area so that student understanding of expectations and conduct is clear.</li> <li>● Ensures the Learning Area is appropriately represented at relevant events such as celebrations and open evenings.</li> </ul> |

| <b>Student Learning and Curriculum</b>   |  |
|--|--|
| <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"> <li>● Work with the Te Ao Māori Head of Learning to ensure programs and planning are aligned. Clear links are evident between all programs and the NZ curriculum refresh Te Mataiaho framework.</li> <li>● Learning Program outlines are documented and provide students, whānau and staff with the necessary information</li> <li>● There is clear oversight of student progression across curriculum achievement levels and NCEA.</li> <li>● Effective measures for tracking data to inform decisions are developed and applied.</li> <li>● Effective reporting to parents/whanau on student achievement across the learning area occurs throughout the year</li> <li>● Gifted and Talented students are catered for through all learning programs.</li> <li>● Students requiring Learning support are identified and school based services engaged as needed.</li> </ul> |
| <b>Staff Development and Responsibility</b>  |  |
| <p>Identify opportunities for ongoing professional development within the Learning Area.</p>   | <ul style="list-style-type: none"> <li>● Maintain up to date perspective on teaching pedagogy relative to the Learning Area.</li> <li>● Maintain up to date perspective on Learning Area research and development.</li> </ul>  |
| <b>Learning Area Organisation</b>  |  |
| <p>All units of work are planned, shared and scheduled for the year.</p> <p>The Learning Area budget is managed effectively each year to meet Learning Area and student achievement needs.</p>   | <ul style="list-style-type: none"> <li>● A comprehensive Learning Area overview provides a clear plan and schedule for the year and is shared with SLT and Learning Area staff.</li> <li>● Budget and resources are managed in accordance with all Pāpāmoa College processes and requirements.</li> </ul>  |

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Signature | \_\_\_\_\_ Date | \_\_\_\_\_