



Assistant Leader of Learning Social Sciences

Our Mission Statement:

To educate students in the Catholic tradition of faith and love, recognising the uniqueness of the individual and challenging them to realise their potential in a multicultural environment that constantly strives for excellence.

Position:	Assistant Leader of Learning Social Sciences
Allowances:	1MU + 1MMA + time allowance
Reports To:	Leader of Learning Social Sciences
Responsible To:	Principal, Senior Leadership Team
Responsible For:	Staff within the Social Sciences Faculty

Background

Assistant Leaders of Learning support effective leadership in pedagogical practices, curriculum development, and innovation of their learning area in line with the New Zealand Curriculum while upholding the College Vision, Values and expectations alongside their Leader of Learning.

Assistant Leaders of Learning operate within the legal requirements, the College’s Strategic Plan, Annual Plan and Policies.

This Position Description sets out leadership duties and responsibilities, and forms the reference point for appraisal.

Key Objectives

Catholic Character: To safeguard, promote, nurture and integrate the Catholic Special Character and Touchstones of the College

Professional Leadership of Teaching and Learning: To assist in the leadership of the Learning Area, ensuring high quality teaching practices and delivery of a responsive curriculum that promotes equity and excellence, engagement, student well-being and creativity in learning for all students.

Motivation and promotion of well-being of learners and staff and partnerships: Support the Leader of Learning with the further strengthening of communication and relationships to enhance student learning, staff collegiality and community relationships.

Assistant Leader of Learning Key Responsibilities

- Actively involved in developing their own practice as a teacher, keeping abreast of pedagogical and content knowledge.
- Maintain high professional standards.
- Actively pursues professional learning to enable him/her to develop the capacity and willingness to lead in both content and pedagogy.
- Participate in whole school thinking.
- Attends Leader of Learning meetings (when LoL is absent) and contributes constructively to supporting the overall vision and targets.
- Supports the Leader of Learning with the following:
 - Curriculum planning and development to ensure curriculum documentation is up to date, clear and provides guidance to teachers, and encourages development of new ideas and pedagogy.
 - Works with teachers to create a rationale and vision for the learning in their learning area.
 - Works with teachers in learning area to set targets and / or contribute to the achievement of the learning goals/targets of the strategic plan.
 - Annual curriculum review and outcomes report to Senior Leadership and the BoT.
 - Leads inquiring into how to best meet the learning needs of their students in the learning area by:
 - Using student data to determine ongoing learning needs;
 - Modelling with his/her own inquiry;
 - Allocating time to discussing the teachers' inquiries;
 - Promoting and organising class observations and on-going dialogue about observations relating to student and teacher learning.

Support the leadership of the Learning Area

On an annual basis, lead two of the following areas, as negotiated with the Leader of Learning.

Monitoring and supporting student achievement

- Student progress is monitored (particularly for priority students) and concerns regarding student performance are raised in a timely and appropriate fashion. Supportive intervention/action is taken.
- Priorities for student learning are identified within the learning area.

Assessment Practices

- Oversee assessment so that it is used effectively as an integral part of the process of learning and supports learning.
 - Assessment routines are clear and understood by all teachers in the faculty. Compliance aspects are maintained and deadlines are met.
 - Review assessment practices to ensure they are authentic and responsive to students' needs.
 - Ensure that the language, identity and culture of students and their families are acknowledged and valued through assessment experience.

Communications and Reporting

- Support with the further strengthening of communication and relationships to enhance the learning and well-being of staff and students. Development of community relationships to enhance student outcomes.
 - Lead learning area communications so that they are timely, accessible, supportive and informative.
 - Ensure parents/caregivers are kept aware of student progress by regular and effective reporting procedures and communication.

Integration of digital technologies to support and enhance learning

- To inspire and lead the team of teachers towards contemporary pedagogical practices, leveraging and integrating technology to support improved student outcomes.

Resource Management

- Stewardship of resources and funding for learning area.
 - Management of the allocated budgets for learning area.
 - Stewardship of resources through a careful inventory, accessibility and accountability of all resources.
 - School financial resources are spent wisely, within budget and for the advancement of learning.
 - Board policy and school procedures are followed.
 - Resources used align with the Catholic Character of our College.

Education outside the classroom (EOTC)

- Safety procedures relevant to the learning area are known and followed.
 - Management of all EOTC applications.

Other

- Be responsible for a learning area specific responsibility or responsibilities as negotiated with the Leader of Learning.

Assistant Leaders of Learning can expect to be asked to carry out other duties as reasonably expected by the Principal and Senior Leadership Team. Assistant Leaders of Learning are also expected to make a contribution to the extra-curricular life of the College.

_____	_____
Assistant Leader of Learning	Dated
_____	_____
Principal on behalf of the Board of Trustees	Dated

SPECIAL CONDITIONS:

Education is an ever-changing environment and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This job description will be reviewed annually during the appraisal process, and will be varied in the light of the needs of the College to promote improved student outcomes.

NOTE: The incumbent's signature indicates that relevant College policy and procedure have been read and accepted.