



RICCARTON HIGH SCHOOL

Te Kura Tuarua o Pūtaringamotu

POSITION DESCRIPTION

Head of Department – EAL (English as an Additional Language)

Tenure: Permanent, full-time. 1 permanent MU. 1 fixed-term MU

Responsible to: Leader of Learning – English

Time allocation: 2 hours per week

Functional relationships with:

- . LOL (English)
- . EAL Teachers and Learning Assistants
- . English Teachers
- . International Department Staff

Key Tasks:

- Take responsibility for the leadership and management of the EAL Department
- Lead curriculum and professional development in EAL
- Work with the Leader of Learning (English) to foster EAL skills and lift literacy levels across the school
- Support and develop the teachers and Learning Assistants within the Department
- Fulfil specific duties that contribute to the leadership of the Learning Area
- Foster and practice cultures of effective learning and achievement for students and staff
- Teach junior and senior EAL to meet the diverse learning needs of our students

Key Skills:

The successful applicant should:

- Be someone who understands the importance of building and maintaining constructive relationships with all students within an inclusive learning environment
- Have an understanding of the principles of Te Tiriti o Waitangi
- Willing to work as a member of a collaborative team and be able to contribute to shared designs
- Be innovative and confident with developing new material and pedagogical approaches
- Have the ability to problem-solve effectively

- An effective communicator with colleagues, whānau and students
- Be qualified and have a strong knowledge of literacy and language teaching
- Be experienced with being able to leverage digital technologies in the learning environment effectively
- Be committed to ongoing personal professional development
- Be able to create a caring atmosphere within which there are expected standards of behaviour reflecting tolerance, self-discipline, honesty, reliability, courtesy, concern and respect for others

The requirements of this position description are subject to review in light of changing circumstances. Any review will be a collaborative process.

Specific responsibilities related to this position may be negotiated with the Principal and Senior Leadership Team depending on the particular strengths/experience of the successful candidate.

DECLARATION:

I accept this position as offered. I have read the content of this job description and understand and accept its parameters.

Signature: _____

Date: _____