



Epsom Girls Grammar School Vision and Values

Vision: Enabling students to be confident, active, resilient learners

Epsom Girls Grammar School Te Kura Tuarua o Ngā Taitamāhine o Maungawhau is committed to the principles of Te Tiriti o Waitangi and the New Zealand Curriculum. Learning is founded on traditions of whānaungatanga, service and commitment to high quality education. Ākonga are empowered to be open to change, culturally responsive and reflective.

Values: Courage, compassion, curiosity, community

Position: **Head of Department (HOD) - Physics**
Permanent Position, 2 MUs and 1 MMA, commencing asap in Term 2, 2023 by negotiation

Responsible to: Learning Area Director, Sciences

Direct involvement with: Other HODs across the Learning Area

Primary responsibility: To contribute to the development of a learning environment in which the vision and values of the school and the goals of the school may be achieved within the specific context of the Physics Department.

Person Specification:

The person we are seeking will:

- Demonstrate commitment to Te Tiriti o Waitangi through the promotion of Māori protocol and Te Reo
- Be a restorative practitioner who understands the importance of building and maintaining constructive relationships with all students and staff to build inclusive learning environments
- Be enthusiastic about teaching and working with young people and committed to helping students achieve their best
- Show expertise in the development and maintenance of environments which enhance learning and promote constructive relationships through the use of restorative practices
- Show expertise in the development and practice of the Physics teaching programmes, structures and resources at EGGS, the classroom culture, learning activities and assessment practices,
- Be confident in supporting Physics teachers through the school's Professional Development programme and Professional Growth Cycle at EGGS, and leading teacher reflection on their teaching practices with positive outcomes
- Be able to advocate for the interests and needs of the Physics department
- Be knowledgeable about current issues and initiatives in education, such as the Curriculum Refresh, and possible effects on the Physics Department.
- Have established positive working relationships with colleagues and have shown skill in communicating with students, staff
- Show a commitment to a team-based leadership style
- Be confident about standards based assessment, moderation and the requirements of NCEA for senior Physics.



Key Tasks:

- Provide professional leadership to the Physics team
- Observe teaching lessons of the members of the Physics department as part of the professional growth cycle
- Ensure that teaching sequence is being adhered to and help people as and when needed.
- Be responsible for the Y12 and Y13 Physics examinations in weeks 8 and 9 of term 3
- Distribute and check mark exam papers and make sure grades are entered on Kamar for all
- Check that Physics exams are all in a print ready state and give to Jessica for printing well in advance. Will need the formula sheet printed off as well
- Keep printed Physics exams in a safe and secure place until the examination day and take these to the Hall or rooms as needed
- Support the first year teacher in Physics
- Ensure there is sufficient gear for practical activities for each topic and these are laid out on trolleys allocated for each year level in the Physics corridor.
- Ensure Physics tests are printed for everybody in the department well in advance.
- Ensure Physics booklets are printed and distributed for each topic for the whole department
- Walk through labs to ensure health and safety is maintained.
- Conduct fortnightly Physics departmental meetings
- Attend HOD meetings with other Science HODs and LAD – this happens fortnightly
- Attend the once a term HOD/TIC meeting in the staffroom
- Monitor the Physics budget
- Provide support for the Physics aspect of junior Science as and when needed.