



Epsom Girls Grammar School

Languages

Epsom Girls Grammar School Vision and Values

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

Epsom Girls Grammar School is a leading New Zealand school founded on traditions of service and commitment to girls' education and focused on developing young women to become confident and resilient learners, actively contributing to their communities.

Values: Courage, compassion, curiosity, community

Position:	Learning Area Director Languages 3MU +1MMA (additional 1MU may be available for specific language responsibility).
Responsible to:	Senior Leadership Team
Direct involvement with:	Languages Department
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 Languages Learning Area

Person Specification:

The person we are seeking will:

- Be enthusiastic about teaching and working with young people and committed to helping students achieve their best
- Be forward thinking, able to cope with change and to work optimistically toward the future by setting goals and planning strategically
- Show expertise in the development and maintenance of environments which enhance learning and promote constructive relationships
- Show a significant depth of knowledge in the theory and practical application of the Languages curriculum, including current issues and initiatives in education, and learning and assessment theory and developments
- Understand the requirements of the Language curriculum, and have an understanding of the different languages offered at EGGG, and be able to support the HODs of these subject areas
- Show expertise in the development and practice of teaching programmes and resources, learning activities and assessment practices, including evaluation, appraisal and reflection on their own and others' teaching practices with positive outcomes
- Demonstrate commitment to the promotion of Māori protocol and Te Reo where appropriate
- Demonstrate skill in communicating with students, staff, the SLT and the wider community on behalf of the learning area
- Show a commitment to a team-based leadership style
- Effectively and efficiently manage resources, including financial resources, and assets to support learning outcomes for students
- Make constructive contributions to the school.
- Undertake professional development in areas of management, administration and learning
- Identify and act on opportunities for improving teaching and learning across the school



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Key Tasks:

- Understand and use restorative principles in all interactions with students, staff and parents
- Lead development/implementation associated with changes in curriculum/assessment in the Learning Areas, working with HOD/TICs.
- Align, co-ordinate and support the work of HOD/TICs in the Learning Areas, through regular and structured meetings.
- Support and develop HOD/TICs in their professional roles.
- Manage Learning Area human resources procedures, including appointments, professional development, appraisal, performance management and teacher registration /renewal of practising certificates.
- Fulfil obligations relating to:
 - the School Charter (including strategic and annual plans)
 - NCEA and the New Zealand Scholarship
 - the National Curriculum.
- Coordinate annual budget requests and oversee budget expenditure within the Learning Area.
- Complete required reporting including:
 - Oversight of annual departmental reporting within the Learning Area and completion of own departmental annual report by November of each year
 - Oversight of annual Analyses of Variance reporting within the Learning Area and completion of own departmental Analysis of Variance report by the end of February each year.
- Manage Health and Safety – including the welfare of staff in the Learning Area
- Work in support of other Directors/members of the Leaders' Forum
- Support Senior Leadership as a team and in their individual areas of responsibility with information/advice and take part in decision-making by bringing their own views and the views of Learning Area staff to the table, as appropriate.
- Participate in the Leaders' Forum.
- Support Senior Leadership with the implementation of school-wide policy and decisions, working with HOD/TICs ensuring they have clear information and understanding.