

POSITION: Assistant HOLA English - Permanent

MANAGEMENT UNITS: 1 MU, 1 MMA

RESPONSIBLE TO: HOLA English

Area of leadership	Goals	Outcomes
Curriculum development	Develop Junior English courses in line with the school's strategic goal 1 – a coherent, knowledge rich curriculum for all students. Support HOLA with Department 5-year plan Design and develop courses in which Te Tiriti O Waitangi is at the heart. Support staff with teaching that both extends and supports students in their learning. Develop and continue work on Assessment Criteria that aligns with curriculum development Designing assessment and leading the assessment of literacy progress through e-AsTTle and other means. Support the design and development of NCEA courses to ensure success for all students.	
Resource management	Manage financial resources within the allocated budget. Manage resources effectively to focus on areas which have the greatest benefit for student learning outcomes. Assist with the organisation departmental activities on Open Nights and other public occasions.	
Staff and Student leadership	Participate in the Performance Growth Cycle within the Department. Make classroom observation visits and gather other evidence to ensure that the requirements of attestation, registration and renewal of practising certificate procedures are met. Support staff with using data to inform practise. This would include liaison with Literacy WST. Support staff with de-escalation and restorative practise. Communicate effectively with staff and students.	