



# WAIMEA COLLEGE

## Job Description – Assistant HOD Special Education

**Name of Teacher:**

**Position:** 2IC Special Education Department  
**Tenure:** Permanent  
2 MU / 1 MMA  
**Responsible to:** Sarah Kennedy, HOD Special Education

**Primary Expectation**

A Management Unit Holder is expected to provide professional leadership, pastoral care and carry out management, administrative or task-specific responsibilities associated with the position. Classroom teaching duties are described in the appropriate teacher job description.

**Key Performance Areas**

*Resource Management*

- effectively and efficiently use available resources, including financial resources and assets, within delegated authorities, to support learning outcomes for students.

*Staff and Student Management*

- represent and communicate effectively, to a range of audience, the goals and tasks of the department, faculty or area of responsibility.
- participate in and where appropriate, contribute to the school's performance management system.
- provide effective advice and guidance to other members of the staff.
- monitor teacher/student relationships and provide advice and support when required.
- communicate effectively with students and staff.

*Professional Leadership*

- understand the aims of and display competence in the area of responsibility.
- provide professional leadership to staff within the delegated area(s) of responsibility.
- make constructive contributions, where applicable, to the management of the school.
- demonstrate a high level of awareness of educational developments and changes, particularly in the area(s) of responsibility.
- undertake appropriate professional development to enhance individual expertise in areas of management, administration and education.
- identify and act on opportunities for improving teaching and learning.
- ensure that procedures for making decisions in the area of responsibility are consistent with national guidelines and with the school's policies.
- ensure that changing social and cultural factors affecting the school's community are reflected in the policies and programmes of the delegated area(s) of responsibility.
- foster positive relationships between the school and all sectors of the community.

**Responsibilities as 21C or tasks specific to the position**

1. Step into Sarah's role (HOD) when HOD is unavailable
  - Lead the team
  - Chair meetings

- Talk with parents
  - Step into duties
  - Organise relief
  - Enrolling new students
  - Trouble-shooting each day
  - Feedback to staff from Teacher meetings
  - Attend any 'difficult' IEP meetings as required.
2. Supporting Sarah (HOD) with general running of the Department
    - Share write up of the white board at the end of each day for the next day
    - Whiteboard updates duties
    - Ensure staff follow procedures for Leave (sick, PD, bereavement, other)
    - Ensure staff have adequate support for programmes.
    - Coding for invoices for Budgeting.
  3. Attend HOD meetings if Sarah Kennedy is away.
  4. Make time to discuss any staffing issues or Department concerns.
  5. Continue with current responsibilities.

#### **Teacher Responsibilities or tasks specific to the position**

- Pastoral responsibilities for Home Group students
- IEPs for Home group students
- Curriculum leader in Physical Education, communication and Physio Swimming
- Transport Coordinator
- Teacher in Charge of Sports
- Camp Coordinator

#### **TIC Transport, Camp & Sports - Responsibilities or tasks specific to the position**

<b>Goal/s</b>	<b>Specific Tasks</b>	<b>Achievement Measures</b>	<b>Support/PD/ Resources</b>
Operations of transport in the Special Education Department of Waimea College.	Teacher in charge of transport.	<ul style="list-style-type: none"> <li>• Fill out new applications for new students: (Taxi, Bus, Conveyance allowance, etc...)</li> <li>• Change of addresses</li> <li>• Contact parents</li> <li>• Liaise with taxi companies with daily issues and changes</li> <li>• Incidents / behaviour - put support around the students</li> <li>• Monthly attendance reports.</li> <li>• Yearly Taxi reviews</li> </ul>	Kamar Taxi applications Ministry of Education GSE Nelson City Taxi Sun City Taxi
Organise Yearly Camp for the Special Education Department of	Teacher in charge of yearly School Camp.	<ul style="list-style-type: none"> <li>• To organise SPED Camp at Teapot Valley</li> <li>• Risk Management Documentation</li> <li>• Staffing and budget costs</li> <li>• Transport</li> </ul>	Teapot Valley Staff First Aide Visuals and social stories

Waimea College		<ul style="list-style-type: none"> <li>• Visuals supports for students</li> <li>• Notices for parents</li> <li>• Medications, dietary needs</li> <li>• Activities (adaptation) and sleeping arrangements</li> <li>• Liaise with Teapot Valley Staff to organise a safe and fun camp for all.</li> </ul>	<p>Trip Pack</p> <p>Teaching Team</p>
Sports Coordinator	<p>Organisation of Special Olympic, Regional and School Sporting Events.</p>	<ul style="list-style-type: none"> <li>• To organise each terms Special Olympics Day. (Visual support around students on the Autistic Spectrum, notes to parents, transport, entering students in events, staffing, etc....) <ul style="list-style-type: none"> <li>• Term 1 - Swimming</li> <li>• Term 2 - Football</li> <li>• Term 3 - Basketball</li> <li>• Term 4 - Athletics</li> </ul> </li> <li>• Organisation of school events i.e. Athletics, X-Country, Swimming (Visual support around students on the Autistic Spectrum, notes to parents, transport, entering students in events, staffing, etc....)</li> <li>• Organisation of Tasman Region Sports</li> <li>• Waimea</li> </ul>	<p>Visuals and social stories</p> <p>Teaching Team</p> <p>Graeme Bain's Special Olympics</p> <p>Sport Taman</p> <p>Waimea College PE Staff</p>

### Professional Development and Review

Each teacher is expected to set professional goals and participate in the Waimea College Appraisal System.

Appraisal discussions with the HOD will help identify strengths, highlight issues needing assistance and confirm professional goals.

Performance will be reviewed with respect to the effectiveness with which the key roles detailed in this job description are being performed.

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Employee

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Sarah Kennedy (HOD Special Education)

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(Date for 2019)