



CHRIST'S COLLEGE CANTERBURY

DEPUTY HEADMASTER – TEACHING AND LEARNING (DHTL)

POSITION CONTEXT

Christ's College is a day and boarding school affiliated with the Anglican Church of New Zealand, teaching boys from year 9 to year 13. Since 1850, Christ's College has prepared generation after generation of young men for success in an ever-changing world. College is an environment where innovation and excellence are wrapped in tradition. We strive to prepare our young men with the skills and attitudes they need to succeed in life, always mindful of the needs of others and adhering to the core Christian values of honesty, respect and compassion. We want boys to feel comfortable to be themselves, while striving to be the best they can. Our mission: *Each boy at his best.*

As a member of the College Senior Leadership Team (SLT), the Deputy Headmaster - Teaching and Learning (DHTL) is accountable to the Headmaster and leads all aspects of the academic teaching and learning programme of the College. This is a senior leadership role in a school which considers its academic outcomes, first amongst equals, in the comprehensive development of the whole boy and critical to the successful delivery of our mission.

While working within the College SLT, the DHTL is supported in a range of administrative ways by other members of that team and along with others, directly by the school timetabler, Director of the Centre for Teaching Excellence and Research, the Principal's Nominee (PN), and a shared Executive Assistant. They are expected to fully participate in all aspects of strategic planning of the College and to initiate and lead a variety of projects. At the beginning of each year, they may be asked to prepare and present an academic monitoring and outcome report to the Board.

The DHTL works collegially with all staff to facilitate new ideas and initiatives across all aspects of College life. As a member of the College SLT, it is expected that the DHTL is open to and active in pursuing new and interesting projects to the benefit of the boys and the community of the College.

EXPECTATIONS OF APPOINTEE

- Registration by the Teaching Council of New Zealand
- Excellent interpersonal and communication skills
- Demonstrated leadership ability
- A professional approach and the ability to work co-operatively and effectively with colleagues to develop professional relationships
- An understanding of and respect for *tikanga Maori*
- Empathy and sensitivity to other cultures and commitment to biculturalism
- Ability to work independently and as part of a team
- Teach up to five hours per week (one class) and be involved in 0.5FTE of the College co-curricular load

This DHTL will lead and manage the following:

- All matters associated with the delivery of the academic teaching and learning programme of the College
- The Centre for Teaching Excellence and Research (CTER)
- Timetabling
- Course offers and selection
- Communication regarding academic programmes with staff, students and parents
- Assessment and reporting
- Pedagogy within and across all departments
- Teaching Staff appointments
- Teaching Staff Professional Growth Cycle
- Teaching Staff Professional Learning
- Teaching and Learning Budget
- All matters associated with academic programme discipline as provided for in the school's Discipline Policy

POSITION DESCRIPTION
DEPUTY HEADMASTER - TEACHING AND LEARNING (DHTL)

Reports to: Headmaster

Functional Relationships:

Internal

- Headmaster
- Senior Leadership Team
- EA - Academic Management
- School Timetabler
- NZQA Principal's Nominee
- Director of the CTER
- Risk Manager
- Human Resources Manager
- HODs, HoTLs, Housemasters, Counsellors (Director of Wellbeing Education)
- Members of the Common Room
- Students

External

- Parents
 - Wider College community
 - NZQA Exam Centre Manager
 - Other organisations associated with the delivery of academic teaching and learning programmes within schools
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Primary Function: To provide leadership and management of the academic teaching and learning programme of the College for the benefit of students and the entire College community.

Key tasks relevant to:

Staff

- Lead the recruitment process for the selection of new teaching staff
- Be involved in appropriate promotion of the College for teachers i.e. University Principals' Days
- Advise the Headmaster on all aspects of academic staffing and be responsible for staff workload and comparability in the academic environment
- Lead, in consultation with the Director, the work of the Centre for Teaching Excellence and Research
- Conduct annual performance evaluations of academic staff, including Heads of Departments through the CTER to the satisfaction of the Teaching Council of New Zealand
- Provide leadership of the teaching staff through personal enthusiasm, commitment and effectiveness in the classroom
- In consultation with the College SLT, HoTLs and HoDs, review the quality of teaching and learning
- Liaise with the College Senior Leadership Team, CTER, and other appropriate staff to produce the annual professional learning (PL) plan for academic staff
- Oversee, along with the College Management Group and CTER, applications for Professional Learning (PL) to ensure they are consistent with school curriculum goals, and the general development of staff
- Programme and arrange whole staff PL as appropriate to the academic programme and strategic intent of College

Students

- Handle day-to-day discipline of boys referred by HODs and other teaching staff (with DPPC) in the academic domain
- Be responsible for tracking of student progress and performance in the academic context as it relates to the achievement of the school mission and strategy of the day
- Prepare data and citations for awarding of College academic accolades at various levels and in different formats, i.e. Gold Badges, Gold and Silver Buttons, Gold Ties and special awards and at prize-giving

NZQA Administration

- Appoint and oversee the work of the NZQA Principal's Nominee
- Oversee that all NCEA requirements including student entries, exam entries, fee payments, results entry, derived grades process, moderation and liaison with the NZQA Examination Centre Manager, is completed by the Principal's Nominee
- Analyse NCEA examination results
- Oversee the MoE Scholarship programme (external)
- Coordinate parent information processes associated with all aspects of the academic programme
- Administer logistics for all boys who may be involved in alternate accreditation e.g. STAR, Ara Institute etc.

Examinations

- In consultation with the PN, appoint the Christ's College NZQA Exam Centre Manager (ECM) and liaise with this person as appropriate
- Work with the PN to oversee the implementation and organisation of internal exams
- Work with the PN to oversee the implementation and organisation of external NZQA exams in consultation with the NZQA ECM
- Oversee the implementation of any other external exams undertaken by students e.g. AP Exams

Budgeting and Planning

- In consultation with the HoTL and HoDs set and monitor departmental budgets and expenditure
- Monitor the facilities available for teaching and advise the Headmaster and relevant staff on priorities for development and investment

Curriculum, Assessment and Reporting

- Manage reports and interim progress report systems
- Oversee planning, delivery and assessment of the school curriculum, including formulation of annual curriculum goals
- Ensure that all processes, protocols and procedures are followed in an ethical manner reflecting the school's values
- Coordinate and manage all NCEA school requirements in consultation with the PN
- Oversee the work of the Centre for Teaching Excellence and Research (CTER)
- Oversee and assist HoDs in curriculum development and evaluation
- Oversee the work of the Director of Advanced Learning and the Head of Learning Support
- In consultation with the Director of Digital Services, monitor the integration of ICT into effective teaching practice and associated training for staff
- Chair HoD (Academic) meetings
- Oversee timetable and subject options
- Compile the Curriculum Studies Guide for staff, students and parents
- Organise parent/student/ teacher interviews

Timetabling

- In consultation with the College's Timetabler, oversee all aspects of student and teacher timetabling

Strategic Plan

- Assist the Headmaster in planning, implementing and auditing the strategic plan of the day as relevant to area of responsibility

Administration and general

- Manage all legislative compliance, College policies, and health and safety procedures associated with teaching and learning

- Be abreast of all teaching and learning issues student care issues through appropriate professional memberships, conference attendance and school visits
- Be a spokesman within College and resident expert on all teaching and learning matters
- Update, revise and monitor information handbooks for parents, staff and students in conjunction with the Advancement Office
- Other tasks as assigned by the Headmaster

Shared Deputy Headmaster responsibilities

Chapel

- The DHTL plays an important role in upholding the standards of dress and conduct expected in the Chapel
- The DHTL attends Chapel twice weekly (Mondays and Fridays), on rotation for Congregational Singing and at least two Sunday services per term
- The DHTL may be asked to stand in for the Headmaster at Sunday services and special services such as the Induction of New Choristers

Assembly

- The DHTL plays an important role in upholding the standards of dress and conduct expected in School Assembly and, on rotation, will deliver the opening address for Assembly.

Campus supervision

- The DHTL is expected to attend morning tea in the Common Room
- The DHTL, when not committed elsewhere and on equitable rotation with the other Deputy Headmasters, is anticipated to have a presence in school areas and activities e.g library, Chapman Room cafe, interhouse activities.

New staff induction

- The DHTL leads the new teaching staff induction programme, following consultation with the Human Resources Manager
- The DHTL will conduct follow-up meetings with new staff as individuals – about 3-4 weeks after they have started

School Events Supervision

- The DHTL will attend some school events to assist in upholding the standards of dress and conduct expected
- The DHTL will be expected to attend a variety of school events to maintain a senior leadership presence across College's dynamic programme

Other SLT responsibilities and expectations

- Membership of the College Senior Leadership Team, Risk Group, and all other meetings as required or requested

- On occasions, be asked to conduct an investigation following a complaint as instructed by the Headmaster
- Membership of the College Advisory Pool Payments Committee
- Working in conjunction with the Risk Manager on the reviewing current policies
- In an atmosphere of collegiality and confidentiality participate fully in all College SLT meetings and decision-making
- In the event of an emergency, or during emergency preparedness exercises and training, participate as a member of the Crisis Management Team
- Be available in the week preceding the commencement of each term for meetings and planning as appropriate.
- On occasions, be asked to support programmes and events especially in the area of Admissions, Marketing and Communication as it relates to communication between College, the wider community and its own support groups
- Administer school detentions in collaboration with other SLT members and staff
- Deputise for the Headmaster if and when required in the absence of the Senior Headmaster

Reviewed 18.07.2025