



CHRIST'S COLLEGE
CANTERBURY

Each boy at his best.

POSITION DESCRIPTION

Head of Department, Physical Education & Health

Reporting to: Assistant Principal - Curriculum

Functional Relationships:

Internal

- Executive Principal
- College Executive
- Counsellor and Director of Positive Education and Wellbeing
- Members of the Common Room and the wider school community
- Students

External

- Parents
-

Primary Function:

To lead the teaching and administration of Physical Education and Health within Christ's College

Remuneration:

The remuneration package offered is above State levels and reflects the nature of working in a New Zealand Independent School. Superannuation and medical insurance schemes are available after a qualifying period.

Key tasks:

- To provide innovative leadership and effective administration of the Physical Education Department, its staff and resources.
- To be a role model of best teaching practice to other Physical Education teachers
- To prepare an annual budget and administer resources and expenses within that budget
- To participate in Heads of Department meetings and provide advice to the Assistant Principal – Curriculum.
- To provide Assistant Principal - Curriculum with an annual departmental management plan and departmental report

- To manage departmental reporting to parents as necessary
- To provide Assistant Principal - Curriculum with full examination results analysis, student standards entry and results data, for submission to NZQA within the specified timeframe
- To teach Y9-13 Physical Education and Health, and other classes, as required by the Executive Principal
- To actively contribute to the Positive Education, character education and leadership programmes at College
- To maintain a positive and co-operative working relationship with other staff and students
- To contribute actively to the pastoral care of students
- To contribute actively to the extra-curricular activities of the school, such as the coaching of a summer and a winter sport, inclusive of outdoor education programmes
- To participate co-operatively in professional development and the staff appraisal process

Ideal Person Specification:

Essential

- Registration by Education Council of New Zealand
- The academic qualifications, enthusiasm and confidence needed to teach PE and Health
- An up-to-date knowledge of the Year 9 to Year 13 Physical Education and Health curriculum and assessment requirements, up to an including Scholarship level
- The skills needed to prepare and deliver enjoyable and effective lessons using teaching strategies that provide for the needs of all students in the class; and to incorporate information technology to enhance teaching and learning
- Excellent interpersonal and communication skills
- A professional approach and the ability to work co-operatively and effectively with colleagues to develop professional relationships.
- Empathy and sensitivity to other cultures
- Ability to work independently and as part of a team
- Experience in a pastoral role
- Experience in the coaching of a winter and/or summer sport

Desirable

- Experience with Positive Education, wellbeing and character education and/or an overt interest to professionally develop in this area
- Experience in the coaching and administration of a winter and/or summer sport to a level which would add value to the College and respect in the role of Head of Department, Physical Education & Health (i.e. Master in Charge of a Sport)