



CHRIST'S COLLEGE  
CANTERBURY

POSITION DESCRIPTION  
**Head of Department, Physics**

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**Reporting to:** Assistant Principal - Curriculum

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**Functional Relationships:**

*Internal*

- Executive Principal
- College Executive
- Members of the Common Room and the wider school community
- Students

*External*

- Parents
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**Primary Function:**

To lead the teaching and administration of Physics within the College

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**Remuneration:**

The remuneration offered will be above State levels. Superannuation and medical insurance schemes are available after a qualifying period

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**Key tasks:**

- To provide innovative leadership and effective administration of the Physics Department, its staff and resources
- To be a role model of best teaching practice to other physics 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 the Assistant Principal - Curriculum with an annual departmental management plan and departmental report
- To manage departmental reporting to parents as necessary

- To provide the Assistant Principal - Curriculum with full examination results analysis, student standards entry and results data, for submission to NZQA within the specified timeframe
- To teach classes as required by the Executive Principal. This will most likely be four physics classes from Year 9 to Year 13
- 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, and to include outdoor education
- To participate co-operatively in professional development and the staff appraisal process

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**Ideal Person Specification:****Essential**

- Registration by the Education Council of New Zealand
- The academic qualifications, enthusiasm and confidence needed to teach physics
- An up to date knowledge of the Year 9 to Year 13 physics curriculum and assessment requirements
- 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

**Desirable**

- Experience in a pastoral role
- Experience in the coaching of a winter and/or summer sport

September 2017