

TIC ENGLISH

Responsible To: Secondary Syndicate Leader, Principal

Review: Annual

Management Unit 1.0

Status: Permanent

General Curriculum Tasks:

1. Coordinate regular meetings of the department, focussing on department and school goals, and curriculum development. Ensure the meetings are minuted, and copies made available to the Principal.
2. Report to Board of Trustees annually (through the Principal) on developments, programmes and student achievement as part of the school's programme of self-review
3. Ensure that subject outlines and plans work for this learning area are up to date and on file with the Secondary Syndicate Leader
4. Maintain and update the resources of the department to ensure that the curriculum is effectively delivered and learner success is maximised
5. Be responsible for the learning areas budget
6. Provide leadership and guidance to the other teachers in the department, and coordinate department meetings as needed
7. Ensure that ongoing curriculum development is effectively implemented into the school
8. Ensure that assessment within the department is consistent with curriculum aims and objectives, and national developments such as National Certificate of Educational Achievement.
9. Liaise with the Secondary Syndicate Leader and the Principal about new classes or major changes in the curriculum
10. Action or refer to other staff in department any correspondence which pertains to the English area
11. Attend appropriate meetings and professional development opportunities where possible
12. Assist the Primary Syndicate teachers as required on matters of English education
13. Liaise with Year 0-7 learning area leader to ensure the curriculum is appropriately covered throughout the school.

Key Learning Area Specific Tasks:

1. Coordinate the college's annual speech contest.
2. Be responsible for entering students in external competitions and events as appropriate.
3. Promote activities associated with the subject, such as debating, where possible.

Incumbent _____

Principal _____

Date _____

Date _____