

TIC Mathematics – Job Description

Role Details

Responsible To: Principal and Secondary Syndicate Leader (DP Curriculum)
Responsible For: Other teachers of Mathematics in the department
Remuneration: 1.0 Management Unit
Status: Permanent

Review: Annual

General Curriculum Leadership Responsibilities

- **Teacher Leadership & Guidance:** Provide leadership and guidance to other teachers in the Mathematics department, supporting their professional growth and teaching practice.
- **Documentation & Planning:** Ensure subject outlines, course plans, and schemes of work for Mathematics are up to date and centrally available via Team Folders.
- **Curriculum Implementation:** Lead curriculum initiatives and ensure their effective implementation across the school, in alignment with the New Zealand Curriculum and the school's strategic direction.
- **Assessment & NCEA:** Ensure that assessment practices in Mathematics are consistent with curriculum aims, aligned with school-wide expectations, and responsive to national developments such as NCEA.
- **Moderation:** Lead and participate in moderation processes within the department and contribute to cross-curricular moderation where appropriate.
- **Department Meetings & Reporting:**
 - Coordinate regular department meetings focusing on the Hurunui College Annual and Strategic Plan, learning area triennial and annual goals, curriculum development, assessment practices, and resource planning. Ensure minutes are recorded and stored in the Teams Drive ([Administration-Meetings-Curriculum/Departments](#)) and made available to the Principal.
 - Report annually to the school Board of Trustees (through the Principal) on developments, programmes, and student achievement as part of the school's self-review.
- **Resource & Financial Management:** Maintain and update departmental resources to ensure effective curriculum delivery, maximize learner success, and manage the learning area budget.
- **Strategic Communication:** Liaise with the Secondary Syndicate Leader and Principal regarding new classes, course proposals, or major curriculum changes.
- **Departmental Administration:** Respond to or delegate correspondence pertaining to the Mathematics learning area.

- **Professional Development:** Attend relevant meetings and professional development opportunities as appropriate.
- **Cross-School Continuity:**
 - Assist Primary Syndicate teachers as required on matters of Mathematics education.
 - Liaise with the Year 0–8 learning area leader to ensure continuity and progression in curriculum coverage across all year levels.

Key Learning Area Specific Responsibilities

- **External Competitions:** Enter and support students in external Mathematics competitions and events as appropriate.
- **Subject Promotion:** Actively promote activities, events, and opportunities associated with Mathematics throughout the school community.

Incumbent: _____ **Signature:** _____

Date: _____

Principal: _____ **Signature:** _____

Date: _____