

Job Description HOD Technology

Position Title	Head of Department – Technology
Employment Type	Full-time, Permanent
Reports to	Principal
Working Relationships	• Technology teachers (full-time and part-time) • Department Management Unit holders • Senior Leadership Team (SLT) • Ancillary staff • Deans • Other Heads of Department
Remuneration:	4 x Permanent Management Units (MU) + 1MMA

Purpose of the Role:

To provide strategic and instructional leadership of the Technology department, ensuring high-quality teaching and learning programmes across all year levels. The HOD is responsible for leading a large experienced team to continue delivering excellent student outcomes and contributing to the school's vision and values.

Key Responsibilities:

Leadership and Strategic Planning:

- Lead the development and implementation of a clear vision for the department that aligns with whole-school goals.
- Develop and maintain a departmental annual plan.
- Meet regularly with department leadership to support strategic direction and ensure consistency.
- Represent the department at school-wide leadership meetings and contribute to wider school initiatives.
- An understanding of the role of Te Tiriti o Waitangi, and a focus on culturally relational and responsive pedagogy.
- Work closely with TICs (Teacher in Charge) within Technology to create consistent practices across the diverse range of disciplines (Resistant Materials, Materials Processing, Design and Visual Communication, Electronics, Building, Automotive, Textiles, Hospitality)

Curriculum and Teaching Oversight:

- Oversee curriculum design and delivery from Years 9–13, across the entire range of technology curriculum areas.
- Ensure robust teaching and learning programmes that meet the needs of diverse learners.
- Allocate senior course responsibilities and oversee the placement of incoming Year 9 students.
- Maintain oversight of schemes of work, assessment plans, and moderation processes (including NZQA requirements).
- Monitor and analyse department academic performance data to inform improvements.

Staffing and Professional Growth

- Lead a team of 15 staff members
- Facilitate professional learning and development within the department.
- Provide mentoring and support for beginning and provisionally certificated teachers.
- Oversee appraisal, attestation, and performance development for all department members.
- Participate in the recruitment and induction of new staff.

Operational Management

- Prepare and manage the annual department budget.
- Manage resourcing, including textbooks, digital tools, and other teaching materials.
- Oversee class and room allocations in collaboration with the school timetable team.
- Coordinate the involvement of student teachers and support staff within the department.
- Monitor department discipline processes and student engagement.
- Ensure the smooth day-to-day operation of the department.

Communication and Collaboration

- Liaise regularly with SLT, deans, and ancillary staff on student progress and departmental matters.
- Provide timely and accurate reporting on student progress and departmental performance.
- Ensure effective communication within the department and across the wider school community.

Health and Safety

- Ensure effective health and safety systems are implemented and monitored across all Technology workshops and practical learning environments, including safe operating procedures, staff and student training, risk management, equipment maintenance and compliance with school and legislative requirements.