



FRASER HIGH SCHOOL

Te Kura Tuarua o Taniwharau

Job Description

Assistant Head of Faculty Health & Physical Education

RESPONSIBLE TO

- To the Principal as the professional leader of the school and the Senior Leadership Team (SLT) in matters of administration.
- In their day to day teaching as a classroom teacher, the appointee will be responsible to the Head of Faculty (HOF)

PURPOSE OF ROLE

The Assistant Head of Faculty – Health & Physical Education (HPE) is a key leadership role, working closely with the Head of Faculty (HOF) – HPE to support the planning, delivery, and continuous improvement of the HPE programme. Balancing teaching and leadership responsibilities, this role ensures high-quality learning experiences for students while contributing to curriculum development, staff support, and faculty operations.

The Assistant Head of Faculty provides leadership and guidance to colleagues, fosters collaborative professional development, and helps drive the department's strategic goals. Committed to innovative and culturally responsive teaching, this role enhances the HPE curriculum to ensure it remains engaging, inclusive, and aligned with best practice.

PRIMARY OBJECTIVES

Curriculum Leadership & Development

- Collaborate with the HOF to develop, review, and refine Physical Education programmes that align with national standards and school objectives.
- Ensure that all HPE programmes are structured, progressive, and cater to a diverse range of student needs and abilities.
- Lead the integration of innovative teaching strategies and assessment methods into the faculty's curriculum.

Departmental Leadership & Support

- Work collaboratively with the HOF to foster a positive, professional, and inclusive department culture.
- Provide guidance and mentoring to staff, including supporting the induction of new teachers.
- Oversee and support staff in the accurate tracking of student progress, engagement, and achievement.

MANAGEMENT UNITS: **1 MU + 2MMA**

| KEY TASKS | EXPECTED OUTCOMES | SUCCESS INDICATORS |
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| <p>Professional Learning</p> | <ul style="list-style-type: none"> ● Work alongside the HOF and wider school community to enhance staff capability in incorporating Maatauranga Maaori. ● Provide professional learning opportunities and resources to support staff in implementing Maaori knowledge and values in their teaching. ● Act as a key point of contact for staff seeking guidance on culturally responsive teaching in HPE. ● Role model PGC learning, and support staff positively through this process ● Positively support the strategic goals and PL offered/provided by the school. ● Keep up to date with current trends and research in relevant learning areas to make sure that Fraser students are accessing quality teaching and learning. | <ul style="list-style-type: none"> ● Demonstrate that you are reflecting on your practice. ● Be active in promoting the faculty's goals ● Participate in school wide PL ● Disseminate up-to-date trends and research |
| <p>Curriculum - Maatauranga Māori Integration in Health & Physical Education</p> <p>This position provides leadership and strategic direction for the authentic incorporation of Maatauranga Maaori into Health and Physical Education (HPE) programmes. The role involves working</p> | <p>Maatauranga Maaori Curriculum Integration</p> <ol style="list-style-type: none"> 1. Develop strategies to authentically incorporate Maatauranga Maaori into HPE programs. 2. Ensure that teaching and learning practices reflect tikanga Maaori and te ao Maaori perspectives. 3. Support the development of culturally responsive pedagogy within the faculty. <ul style="list-style-type: none"> ● Ensure that all HPE programmes are structured, progressive, and cater to a diverse range of student needs and abilities. | <ul style="list-style-type: none"> ● Be seen to be promoting Health & Physical Education within school and the wider community. ● Be prepared to work alongside the departments and communicate effectively. ● Update programmes in response to curriculum changes. |

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| <p>collaboratively with staff to embed Maaori perspectives, knowledge, and practices into teaching and learning while ensuring alignment with the school's vision and curriculum objectives.</p> | <ul style="list-style-type: none"> ● Look for and provide opportunities in all parts of the HPE curriculum to be advanced ● Positively support HPE curriculum teachers and subjects | |
| <p>Monitoring & Evaluation</p> | <ul style="list-style-type: none"> ● Track the effectiveness of Maatauranga Maaori integration within HPE programmes and make recommendations for improvement. ● Use student feedback and achievement data to refine culturally responsive teaching practices. ● Contribute to curriculum reviews and strategic planning within the department to ensure ongoing commitment to te ao Maaori. | <ul style="list-style-type: none"> ● Action change as required ● Be present at, and actively participate in meetings ● Communicate regularly with your team |
| <p>Student Engagement & Inclusion</p> | <ul style="list-style-type: none"> ● Ensure that HPE programs reflect Maaori identity, language, and culture, creating an inclusive learning environment for all students. ● Engage with whaanau, hapuu, and iwi to strengthen community connections and enrich learning experiences. ● Encourage student leadership in the incorporation of Maatauranga Maaori in physical activity and health initiatives. | |
| <p>NZQA Expectations</p> | <ul style="list-style-type: none"> ● Set up markbooks for the year, update markbooks and monitor these for the year ● Ensure schoolwide milestones are met for term checkpoints | <ul style="list-style-type: none"> ● Keep markbooks up to date and share results with students in a timely manner ● Meet deadlines |

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| | <ul style="list-style-type: none"> • Ensure assessments are marked, moderated and returned to students within an agreed timeframe. • Participate in professional learning to ensure that you are knowledgeable about NZQA requirements | <ul style="list-style-type: none"> • Participate in moderation and keeping records up to date • Keep up to date with latest information from NZQA |
| Other | <ul style="list-style-type: none"> • Manage spaces so that resources which are old/broken/out of date are disposed of and new resources are cared for, kept tidy and stored appropriately • Carry out designated responsibilities effectively and efficiently as stipulated by the HOF | <ul style="list-style-type: none"> • Help to keep records up to date and clear out materials no longer needed. • Ensure the team knows where resources should be stored. • Lead and carry out designated tasks effectively and efficiently |

Teacher's name: _____ Signed: _____ Date: _____

Principal's name: _____ Signed: _____ Date: _____