



## Job Description – Assistant Learning Area Leader

<b>POSITION TITLE</b>	Assistant Learning Area Leader
<b>MANAGEMENT UNITS</b>	1MU 1MMA
<b>REPORTS TO</b>	Learning Area Leader / Deputy Principal (Curriculum) / Assistant Principal (Curriculum/Data/Reporting) / Principal
<b>WORKING RELATIONSHIPS</b>	Senior Leadership Team, Learning Area Leader, PN and assistant PN, SENCO, Teachers in Learning Area

### PURPOSE OF THE POSITION

An **Assistant Learning Area Leader** supports the Learning Area Leader in the effective leadership of the learning area to ensure high-quality teaching, learning, and student outcomes. This role provides leadership and support across curriculum development, assessment practice, teacher collaboration, and student progress. Responsibilities will be flexible and negotiated to align with the strengths of the appointee and the priorities of the learning area. The Assistant Learning Area Leader plays a key role in supporting collaborative practice, strengthening curriculum delivery, and helping maintain high standards of assessment and learning across the learning area. The role requires an experienced classroom teacher with a proven record of effective practice who is highly organised, reliable, and able to ensure key processes and deadlines are consistently met.

Responsibilities may include a combination of the following, depending on the appointee's strengths and the learning area's needs.

<b>KEY RESPONSIBILITIES</b>	<b>SUCCESS INDICATORS</b>
<b>Leadership and Collaboration</b>	<ul style="list-style-type: none"><li>• Demonstrates a genuine commitment to the principles of Te Tiriti o Waitangi and Māori success as Māori.</li><li>• Supports the Learning Area Leader to foster a collaborative, solutions-focused team culture.</li><li>• Builds strong professional relationships characterised by challenge, trust, and mutual respect.</li><li>• Supports effective communication and collaboration within the learning area.</li><li>• Contributes to learning area planning and goal setting.</li><li>• Supports mentoring and professional learning within the team where appropriate.</li><li>• May support the induction and development of new teachers.</li><li>• Contributes to school events such as Open Evenings and Course Information Evenings.</li></ul>



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<b>Curriculum and Pedagogy</b>	<ul style="list-style-type: none"><li>• Supports the development and implementation of high-quality curriculum programmes within the learning area.</li><li>• Contributes to curriculum planning and review.</li><li>• Supports the development and maintenance of learning objectives, assessment tasks and schedules, and shared resources.</li><li>• Assists in aligning learning area programmes with national curriculum requirements and changes.</li><li>• Supports teachers with resource development and sharing effective practices.</li><li>• May support co-teaching, collaboration, and culturally sustaining practice within modules.</li></ul>
<b>Assessment and NCEA Support</b>	May assist with: <ul style="list-style-type: none"><li>• Internal moderation processes</li><li>• Assessment planning and timelines</li><li>• Supporting staff with assessment design</li><li>• Responding to NZQA feedback where appropriate</li><li>• Supports teachers with assessment logistics and KAMAR processes where needed.</li><li>• Coordinating derived grade exams or other assessment processes.</li></ul>
<b>Student Progress and Learning Support</b>	<ul style="list-style-type: none"><li>• Supports the monitoring of student progress and achievement within the learning area.</li><li>• May contribute to identifying and responding to extension, acceleration, or support needs.</li><li>• Works with the Learning Area Leader and SLT to support positive student learning outcomes.</li></ul>

## GENERAL RESPONSIBILITIES

- Comply with all board policies and relevant legislation.
- Ensuring the safety and well-being of students at all times.
- Any other duties as required from time to time.
- Support the values and vision of Hobsonville Point Secondary School.

## DECLARATION:

<b>Approved by:</b>	<b>Kirsty Dowding</b> Principal
<b>Date approved:</b>	<b>9 March 2026</b>
<b>Reviewed:</b>	<i>To be reviewed by end of 2027</i>
<b>Appointee:</b> (Name and Signature)	
<b>Date appointed:</b>	