



Job Description – Learning Area Leader

POSITION TITLE	Learning Area Leader 3 Management Units + 1 MMA
REPORTS TO	Deputy Principal (Curriculum) / Assistant Principal (Curriculum/Data) / Principal
DIRECT REPORTS	
WORKING RELATIONSHIPS	<i>Internal:</i> Deputy Principal (Curriculum), Assistant Principal (Curriculum/Data), Senior Leadership Team, other Learning Area Leaders, PN and assistant PN, SENCO, Teachers in each Learning Area, Guidance and Community Leaders where appropriate.

PURPOSE OF THE POSITION

A **Learning Area Leader** leads the direction of a learning area and ensures high standards in teaching and learning. They manage and lead curriculum planning and assessment, including ensuring high quality qualifications and quality assurance, support teachers through mentorship and professional development, and monitor student progress to promote academic success. Additionally, they are responsible for overseeing the budget and resource allocation for their learning area while contributing to the school's broader strategic goals.

KEY RESPONSIBILITIES	SUCCESS INDICATORS
Leadership	• Has a genuine commitment to the principles of Te Tiriti o Waitangi and Māori success. • Solutions-focused; promotes a constructive and collaborative approach. • Maintains relationships of challenge and trust. • Clear, timely, respectful, and effective communication. • Provides support for others using a coaching approach. • Leads effective collaboration that results in improved outcomes for learners. • High level strategy and planning for the learning area in conjunction with SLT • Leading curriculum and qualification planning and support of



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	teams, including keeping up to date with curriculum and qualification changes. • Leading and supporting the learning area team, including new staff (including supporting teacher development in co-teaching and collaboration). • Mentoring staff - problem-solving conversations, building relationships, pedagogical help and foundation termly concepts (this may include observation of staff where necessary). • Supporting teachers around student assessment authenticity issues and parental queries, attending parental hui if required • Oversight and checking of PRT's and student teachers where required, in conjunction with school SCT. • Support SLT with staff compliance/performance management where required • Learning Area goal setting and tracking towards this • Attendance and participation in school events (eg. open evenings, course information evening)
Compliance and Administration	• Facilitating and enforcing NZQA qualification compliance - Quality Assurance, internal and external moderation requirements (including acting on NZQA feedback), guidance for staff in writing assessment materials, tracking Learning Area qualification assessment outcomes and timelines • Runs regular effective Learning area hui for their team - recording and storing minutes from hui • Assisting learning area team with reporting/kamar logistics • Budget (tracking and creating) and logistics (eg. ordering materials and practical resource management) - oversight of LA budget (trips, equipment, subject association fees, software subscriptions, workbook ordering/coordination). • Course evaluations and reviews and reporting back to SLT & BoT - tracking trends and patterns and applying any needed changes. Coordinate individual course reviews, highlighting overall trends and patterns. • Curating lists of subject area classes and allocation of staffing to classes in conjunction with SLT • Coordinating with Programmed & SLT re: infrastructure and equipment management. • Helping to coordinate organisation of mock exams - within each learning area • Approval of student requests for subject changes



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	• Contribute to the module booklets and selection process
Curriculum and Pedagogy	• Learning area curriculum planning - strategic level across the learning area • Establishment, review and maintenance of learning area curriculum planning • Aligning school curriculum to National curriculum changes and requirements • Coordination/helping with resource collation for teacher use • Responding to requests from whānau coach/CL/SLT about extension, acceleration, or non-standard programmes for students • Consultation and participation between SLT & LAL re: HPSS curriculum model review and development • With SLT - develop systems, processes and practices that support quality student-centred learning (including resources and scaffolds that support co-teaching planning) • Support teacher planning for culturally sustaining practice within all modules

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.
- To be present at and lead/support the facilitation of Open Evenings, Course Information Evenings.

DECLARATION:

Approved by:	Kirsty Dowding Principal
Date approved:	3 August 2026
Reviewed:	<i>To be reviewed by end of 2028</i>
Appointee: (Name and Signature)	
Date appointed:	