

REPORTING TO: Principal, Curriculum Coordinator

JOB OVERVIEW

A HOLA will be appointed where considerable numbers and classes of students are studying the subject, and where a considerable number of staff are teaching in that area. There is a HOLA in the College for:

Languages – English, Indonesian
Maths – General, Further, Maths Methods, Specialist, Business
Technology - Computing, Food Studies, Design Technology
Humanities - Society & the Environment, Legal Studies, History
Sciences – Biology, Chemistry, Physics, Psychology
Health and Physical Education, Sport
Arts – Visual Arts, Art, Media, Drama, Visual Communication Design

The time allowance to the Head of each Learning Area will depend on the size of the department. This will be decided by the principal, after consultation with the HOLA and with due regard for the school's budget constraints. As the College grows, opportunities will exist to apply for a Head of Department position which will be remunerated.

GENERAL RESPONSIBILITIES

It is the overall responsibility of the HOLA to safeguard and foster the Christian ethos of the school, with particular regard to the standard of academic excellence in the department. The HOLA should be suitably experienced, qualified and cognizant of the general education aims of the subject. In the pursuance of this aim, the HOLA is required to:

1. Be aware of the aims of the College and to stimulate across the subject department answers on how to ensure that these aims are incorporated into and developed by the programmes and courses within the subject area.
2. To have a pastoral concern for members of staff in their department and to keep the principal regularly informed on all matters pertaining to the department with regard to the pastoral and academic welfare of both the students and the staff.
3. To meet regularly with other HOLAs for inter-disciplinary and integrated planning and reporting.
4. To ensure that the teachers' programmes meet the needs of the course.
5. To approve the subject teachers' programmes and present these to the Curriculum Coordinator within two weeks of the commencement of each term.
6. To ensure that programmes are implemented satisfactorily.
7. To supervise the setting of examinations.

8. To assist subject teachers with programmes and teaching strategies.
9. To have written assessment and department policy (aims and objectives, staffing, texts, teacher in-service, excursions, assessment, comparability, homework, programming and testing, records, discipline, procedures) and to ensure that these are in accord with the philosophy and aims of the College.
10. To be responsible for assessment procedures and comparability of assessments between classes in accordance with the Curriculum Council guidelines.
11. To maintain records as specified.
12. To provide the Curriculum Coordinator with subject results as and when required.
13. To arrange regular meetings of subject teachers (at least once per fortnight).
14. To be informed about any parent/teacher contact regarding a student or syllabus content, and to write a memo of this to the Principal.
15. To ensure College representation at regional meetings and in-service courses in the subject.
16. To liaise between the College and the relevant educational authorities in the particular subject area.
17. To be responsible, after consultation with the department, for the choice and the purchase of text books.
18. To coordinate the distribution of College text books within the Department and to advise the Librarian of the needs of the class teachers in this area.
19. To be responsible, after consultation with teachers concerned, for the selection of subject prize winners.
20. To set an adequate annual budget within the means of the College. This is a matter for discussion with the principal and accountant.
21. To give orders for texts and consumables required for the book lists for the following year to the staff member responsible by September 1st of each year.

Adequate records should be kept up to date at all times.

1. Programmes & policies.
2. Marks for semester course work in the categories named in the assessment policy.
3. Examination marks.
4. Final score according to weighting.
5. Final grades.
6. Proposed Year grades for Curriculum Council.
7. Final Year grades for Curriculum Council.
8. Historical data for the department for grade distribution.
9. Inventory of resources.