Burnside High School
Te Kura o Waimairi-iri

Teacher in Charge of Textiles Technology Position Description

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Tenure:	Permanent, teaching position
Responsible to:	Head of Faculty Technology Assistant Head of Faculty (Food and Textiles)
Functional relationships with:	Technology teachers Technicians Teacher aides
Time Allowance:	1 hour per week
Remuneration:	Current Secondary Teachers' Collective Agreement – 1 Management Unit

PURPOSE:

To lead the delivery of all Textiles classes in the school, developing courses and programmes that meet the requirements of the New Zealand Curriculum and NCEA. To make sure a high standard of Technology teaching is maintained across the Textiles area.

RESPONSIBILITIES

1. Teaching and Learning Programmes

- Develop and review the Year 9 and Year 10 Textiles programmes, including schemes and units of work, assessment and resources.
- Develop and review the NCEA Level 1 to 3 and Scholarship programmes, including resources and moderation of assessments.
- Explore and develop vocational Textiles pathways.
- Make sure all senior courses offer at least one compulsory external standard to support subject endorsement.
- Bring innovation into Textiles programmes, such as e-textiles, screen printing and embroidery.
- Encourage cross-curricular links with other learning areas in the faculty.
- Keep planning folders up to date as resources change.

- Complete the end-of-year department review and results analysis.
- Teach in other Technology areas as required.

2. Administration

- Update and maintain course sites on Google Classroom or other platforms as needed.
- Manage external examination entries for Year 11 to 13 students.
- Maintain accurate data entries in KAMAR.
- Coordinate and moderate Textiles programmes with the Assistant Head of Faculty (Food and Textiles).
- Work with the Assistant Head of Faculty (Food and Textiles) to provide course information for students.
- Work with the Assistant Head of Faculty and Technician on budget requests, managing Textiles finances during the year, ordering student materials and equipment, and maintaining equipment and machinery.

3. Leadership and Support of Staff

- Provide professional development and leadership to staff in the Textiles area, to build teaching capability across the department and faculty.
- Provide resources and support to teachers preparing teaching and assessment programmes.

4. Relationships

- Build positive working relationships with all staff in the Technology Faculty.
- Take part in professional learning groups, such as the Textile Technology Cluster Group.
- Connect with the community through extracurricular programmes, such as exhibitions of student work.
- Build links with local, national and international brands.

PERSON SPECIFICATIONS

- Be a registered teacher with a current practising certificate.
- Have strong subject knowledge and practical skills in Textiles Technology.
- Have a good understanding of the New Zealand Curriculum, NCEA and assessment, including moderation.
- Be able to lead, support and develop other staff.
- Have good organisational and administration skills, including managing budgets and resources.
- Communicate and work well with colleagues, students, whānau and the wider community.

- Be flexible and positive about changes to tasks and duties within the position description.

DECLARATION

I accept this position as offered. I have read the content of this position/person description and understand and accept its parameters.

Signature: _____ Date: _____

(Name)