

OTUMOETAI COLLEGE - JOB DESCRIPTION FOR HOD ESOL

FULL TIME POSITION: **Responsible for the ESOL Department**
 2 MMUs/ 2MMAs

RESPONSIBLE TO: **The Principal**

RELATING TO:

- Assistant Teachers of ESOL
- ESOL/International Teacher Aides/Bilingual Support Workers
- International Department
- Senior Leadership Team
- Deans

OBJECTIVES:

- To develop and deliver effective and progressive ESOL programmes at OTC.
- To take responsibility for the placement and progress of all ESOL students at OTC, to include both International fee paying (IFFS) and migrant students.
- To develop and maintain professional relationships with all staff to support the needs of ESOL students as they progress through the college.

PROFESSIONAL RESPONSIBILITIES

- Manage the teaching and learning, staff and resourcing of the ESOL department.
- Appoint ESOL teachers and ESOL Teacher Aides, oversee their appraisal/attestation/inquiry/PL processes as required
- Set the ESOL annual teaching and learning plan & ensure department goals align with the school goals
- Maintain a positive and close relationship with the International Department for the pastoral and academic success of all International ESOL students. This includes daily communication with the Director of International (DOI) and the International Office staff on a wide range of student issues.
- Test all ESOL students on arrival and liaise with the DOI/Deans as appropriate on IFFS/migrant ESOL student placement and their progress. Communicate with agents/parents as appropriate.
- Complete the bi-annual MOE Migrant ESOL student returns
- Prepare and manage the Annual ESOL Department Budget and the ESOL Annual Report
- Guide the student subject selection processes for senior ESOL students
- Ensure all ESOL student reporting requirements are met
- Responsible for NCEA assessment at L1/2/3 English Language (EL) and L3/4 English for Academic Purposes (EAP) and NZQA Internal and External Moderation
- Represent the faculty at HOD meetings
- Meet on a weekly basis with Teacher Aides and other support staff to appraise student progress and maintain appropriate support for ESOL students in mainstream classes.
- Attend monthly meetings with the Principal and the DOI to report on IFFS/ESOL