



"The real voyage of discovery consists not in seeking new landscapes but in having new eyes" Proust

“With New Eyes” - Media Studies HOD Workshop 2008

Aims for today:

- * Introductions - Sharing our experiences
- * Leadership and Management - what's the difference?
- * Nuts and Bolts
- * Media Studies and the New Zealand Curriculum

Introductions

- * To tell the group:
- * Introduce yourself and your school
- * How long have you been an HOD/TIC?
- * How many people in your department?
- * Are you directly responsible to someone above you(e.g head of department, faculty)
- * What would you like to get out of today?

Introductions

- * Give an example of something you'd like to achieve or change in your department
- * What is the most rewarding part of your role?
- * What is the most challenging part of your role?
- * Give an example of a system that works well in your department

Key Tasks for HODs

Write down all the key tasks you do as an HOD (these categories might help)

- * Manage the budget and resources EG?
- * Provide curriculum leadership EG?
- * Manage assessment and reporting EG?
- * Provide professional leadership EG?

Decide if they are Management, Leadership or Admin roles/tasks

Key tasks for HODs

- * Leadership - path making, complexity, vision, strategic issues, people, doing the right things
- * Management - path following, clarity, implementation, operational systems, doing things right
- * Administration - path making, consistency, implementation, issues, structure, doing things

(John West- Burnham)

Key Tasks for HODs

- * Balancing the Leadership and Management side of your role depends very much on many factors, including:
 - * How many people you manage
 - * Your relationship with the senior management and commitment to the school
 - * Your desire to strategically plan for the future!!

Effective departments and effective leaders

- * Look at the handout - Defining the purposes of the job:
- Honestly tick each category you know you already do
- ★ give a star to those categories you aspire to

NUTS and BOLTS aka what you need to survive

You don't demand respect miss you earn it



An effective Media Studies HOD

Heads of Department need to have time to:

- * Engage in professional learning and discussion (eg use Media Studies TKI kete, join NAME)
- * Lead a learning community centred on teacher inquiry (see the NZ curriculum P35)
- * Meet with other HODs to discuss programmes, students, professional development, mentoring/coaching
- * Model effective pedagogy, take risks with proven teaching strategies

An effective Media Studies HOD

- * Lobby for resources (human, material) with the Principal and ICT people
- * Mentor new and aspiring staff
- * Administer tasks
- * Learn about using technology with and for students
- * Promote student work (organise film festivals, publication of student articles etc)

An effective Media Studies HOD

- * Maintain an inventory of capital items, text books, journals, and general equipment.
- * Maintain a filing system for departmental information.
- * Liaise with the school librarian on developing the subject's library resources.
- * Hold regular departmental meetings.
- * Attend head of department meetings and report back to staff.

An effective Media Studies HOD

Develop and implement the departmental budget:
When asking for more resources consider future
growth/strategic plan

- * Are the physical facilities adequate for now and for the future? If not get lobbying - with your strategic plan in hand!
- * Is the equipment to hand appropriate and adequate for media studies programmes now and in the future?
(Hardware, software, cameras, tripods, microphones etc)

An effective Media Studies HOD

- * Do you need text books (consider one copy only), journals, how-to manuals?
- * What consumables do you need (ie DV tapes, CDs DVDS)?
- * Will you charge students an activity fee for consumables and field trips?

An effective Media Studies HOD

Write a departmental philosophy/mission statement (to go in your scheme and to inform your future vision):

- * Does the philosophy fit with the school's mission statement and strategic plan?

Implement a strategic plan for the department:

- * Is there a shared vision for media studies?
- * Does it reflect your school community? (students, school and parents/caregivers)
- * Is it consistent with the NZ curriculum?

A mission statement

“The aim of the Media department is to help students move away from passive media consumers into developing critical awareness of the media that surrounds them. To provide exciting, relevant and engaging programmes where students strive for excellence. To also experience the creativity of the subject and produce their own media products.”

Western Springs Media Dept Scheme 2007

Data Analysis

- * Teaching and learning is informed by an evidence-based approach, responding to available student data
- * Both quantitative and qualitative data eg, NCEA results diagnostic tests, pre-assessments, pastoral information, teacher observation etc, so as to focus on specific strengths/weaknesses
- * What you know about your students will help with forming a strategic plan
- * Teacher inquiry

Scheme writing

Most schools will have a template they wish you to work to

Important to cover:

1. Relevant National Education Goals
2. Relevant National Administration Guidelines
3. NZ Curriculum Framework – Principles
4. School Charter and Mission Statement
– Media Department Vision and Philosophy

Scheme writing

5. Teaching and Learning in Media Studies
 - * Department Pedagogy and Policy
 - * Media Curriculum and Programmes
 - * Assessment/Reporting
 - * Homework
 - * Equity

Scheme Writing

6. Staffing

7. Course Content

including; course outlines, assessment schedules, course content, time allocation and course evaluations)

The NZ Curriculum

- * We are **everywhere** in the curriculum - it is about critical thinking, future focus, effective pedagogy we already employ
- * Look for what you currently do, first, before what you need to change
- * Alignment with the AS and US will begin soon. NCEA will not be a default curriculum



Look with 'new eyes'

at:

- * P 34 and 35 - Effective pedagogy
- * 37-9 - School based curriculum
- * P 12-13 - Key Competencies
- * P8 - the vision



Competency Jigsaw

- * All people with the same COMPETENCY on their sheet sit together
- * Read the sheet
- * Discuss the key aspects of your competency and fill in the grid
- * All sheets of the same colour join the same group to discuss the results
- * Let's see how you manage your selves!!

To take away with you - Ways in which middle managers can make a difference

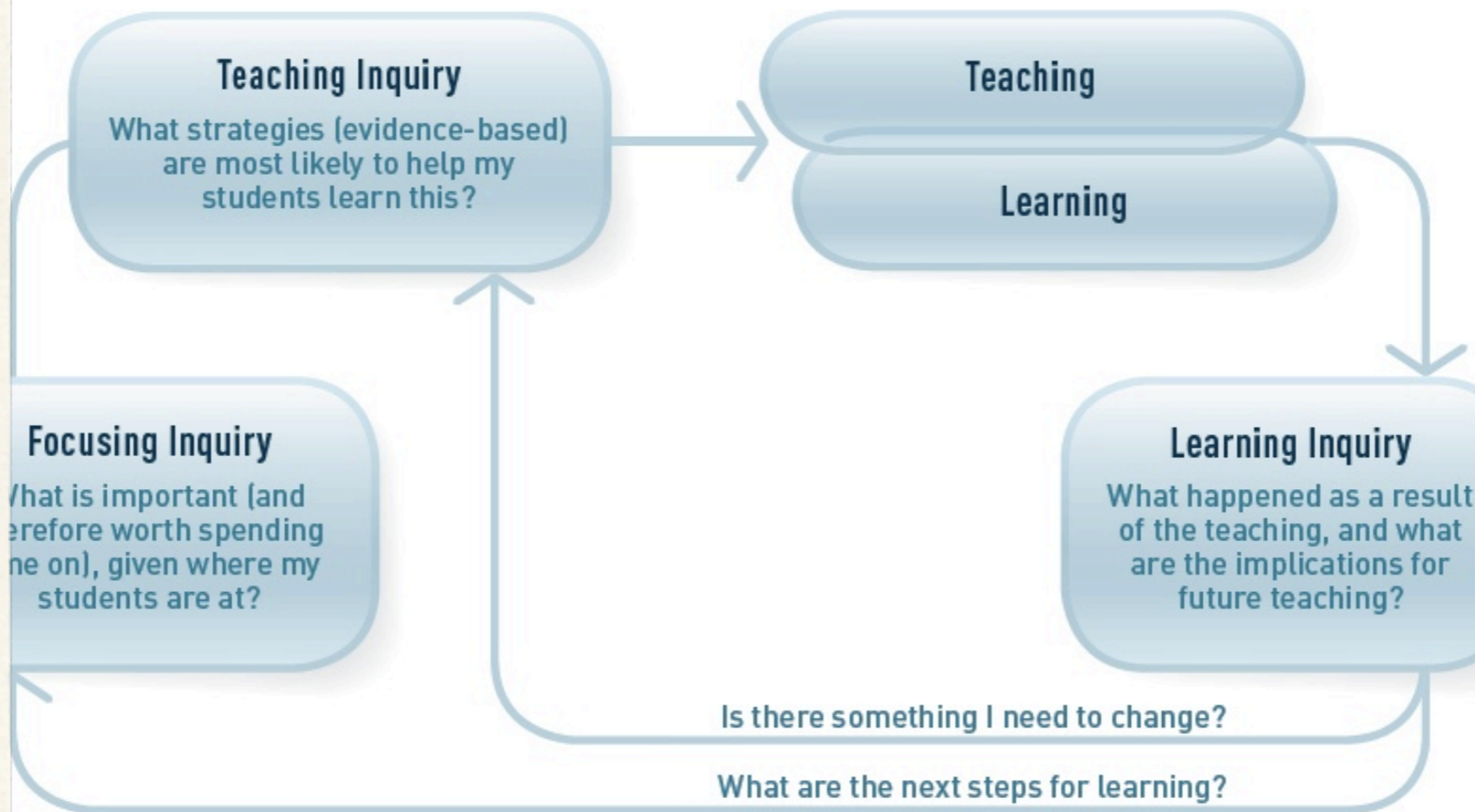
- * Focus on learning and teaching
- * Generate positive relationships
- * Provide a clear vision and high expectations
- * Improve the environment
- * Provide time and opportunity for collaboration
- * Distribute leadership: build teams
- * Engage the community
- * **Evaluate** and **innovate**

National College of School Leadership (thanks to Julia Scott)

What next?

- * Go home!! But first please could you...
- * Share your e-mail for an HOD reply all e-mail list
- * Fill in the sheet for future workshop ideas
- * Fill in your evaluation

Teaching as Inquiry



Teaching as inquiry

NZC page 35