



Position	Teacher	Reviewed	May 2021
Reporting to	Principal	Location	College
Line manager	Head of Department		

Section One - Position Summary

The purpose of this role is to provide teaching instruction attending to the students' educational needs and delivering appropriate learning programmes within the guidelines of the New Zealand National Curriculum and the philosophy and policies of Saint Kentigern.

Section Two – Functional Relationships

Internal All staff and students	External Parents and Caregivers
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Section Three - Major Activities**TEACHING**

Key Tasks	Outcomes/Objectives
Teaching strategies are consistent with the New Zealand Curriculum Framework and appropriate to the learning needs of the students	<ul style="list-style-type: none"> Curriculum and assessment requirements are implemented in an organised and balanced way. The strategies considered include a variety of relevant and up-to-date teaching methods, learning activities, instructional material and resources. The expectations for each student are clearly expressed, relevant and challenging. The activities generate student interest and success. Emphasis is given to assisting students to learn for themselves. The impact of teaching strategies is regularly reviewed to improve upon their effectiveness.
Students are motivated and extended through the provision of a positive and well managed learning environment.	<ul style="list-style-type: none"> Student improvement and effort is acknowledged. A classroom code of conduct in accordance with school policy is implemented to ensure that standards of acceptable behaviour are clearly stated and consistently and fairly applied. The learning environment is positive and stimulating. Rapport with students is established. The learning environment is safe for all students.
Teaching team activities are contributed to and participated in.	<ul style="list-style-type: none"> Involvement in curriculum development. Annually negotiated delegated tasks are carried out. Professional responsibilities are carried out. Participation in departmental and other meetings as required. Regular consultation with the HOD or TiC Information and ideas are shared. Works co-operatively and supportively with other staff
Student achievement is regularly assessed and reported on.	<ul style="list-style-type: none"> Assessment requirements are effectively and punctually implemented. Accurate and up-to-date assessments are recorded in the mark book and also filed within the department. Reports are written in accordance with policy set out in the staff handbook.

	<ul style="list-style-type: none"> • Effective communication with parents, including presence at parent report interview evenings.
Professional development and annual appraisal programmes will be participated in	<ul style="list-style-type: none"> • Goals are established annually and reviewed. • Professional development courses appropriate to the goals are attended and relevant information is shared with colleagues. • Active participation in subject development programmes. • Keeps knowledgeable and up-to-date with developments in subject area, teaching methods, and requirements of the NZ Curriculum.
Administration and pastoral care duties are carried out.	<ul style="list-style-type: none"> • Student attendance procedures are consistently implemented. Rolls are marked. • Information is effectively disseminated to the tutor group as required. • Administrative deadlines are met. • School regulations and policies are communicated and implemented. • The pastoral care system is followed, in consultation with the Head of House. • The tutor comment is written at report times. • Appropriate action is taken with students who do not comply with attendance, dress and other school standards. • Ensure that pastoral guidelines are implemented in the classroom
Contribution to the wider life of the school is made.	<ul style="list-style-type: none"> • College mission statement and value statement, and its general philosophy, are understood, supported and promoted. • Chapel life is fostered and participated in. • Support of and contribution to the special character of the College. • School policy requirements are met. • Positive relationships with parents and students are built. • Establishes good working relationships with other staff members. • Is a punctual, well-dressed, positive role model. • Contributes to the policy committees of the College as required. • Assigned routine duties are undertaken effectively. • Co-curricular and extra-curricular involvements as negotiated – [curricular_summer] and [curricular_winter]

GENERAL

Health and Safety	<ul style="list-style-type: none"> • To take reasonable care of your own health and safety • Be proactive and report any Health and Safety concerns you may have • To take reasonable care that your actions or inactions do not adversely affect the health and safety of other people • Cooperate with all Health and Safety policies and procedures in your department and the organisation to ensure a safe and healthy work environment • Comply with instructions given by the Trust Board / School so that they can comply with the Health and Safety at Work Act
<p>The content of this document is intended to describe the general nature and level of work being performed by incumbents in the assigned job. They do not constitute an exhaustive list of all responsibilities and duties, or skills required of the job position.</p>	

Section Five - Physical requirements

Activity type	Required (Y / N)	Daily frequency (O) (F) (C) (NA)
Teaching: standing, presenting, illustrating, walking	Y	F
Sedentary: computer work, lesson preparation etc.	Y	O
Co-Curricular: sport and/or cultural activities	Y	O

Section Six – Person Specification

Qualifications
Diploma of Teaching and/or Relevant Tertiary Qualification

Declaration:

I, [candidate_name], declare that I have read and adequately understand the job description. All representations, whether oral or written, made by me when applying for this position are true and correct and I have not deliberately failed to disclose any matter which may have materially influenced the School's decision to employ me.

[candidate_name]

[acceptance_date] [acceptance_status]