

# ST JOHN'S COLLEGE : JOB DESCRIPTION



**Position Title :** Secondary Teacher  
**Reports to :** Head of Department

**Key Performance Area : CLASSROOM MANAGEMENT**

1. Done Well
2. Some Improvement Needed
3. Needs Priority Action

Key Tasks	Expected Outcomes	Performance Indicators	1	2	3	Notes/Reference
Classroom is well managed	<ul style="list-style-type: none"> <li>A positive and safe learning environment</li> <li>Teaching and Learning is valued</li> <li>Physical environment is conducive to learning</li> <li>Teacher models appropriate Professional behaviours</li> <li>Order and discipline are maintained in the teaching and learning environment</li> <li>Staff and students respect and care of environment</li> </ul>	<ul style="list-style-type: none"> <li>Current student work is displayed</li> <li>Students are involved in lessons and on tasks</li> <li>Evidence of lessons planned and structured</li> <li>Teacher is positive role model</li> <li>Teacher recognises student work and effort in an appropriate and timely manner</li> <li>Students are carrying out classroom routines and expectations</li> <li>The school's discipline procedures are followed</li> <li>"Rules" are displayed in the classroom</li> <li>Homework monitored regularly</li> <li>Evidence of formal and informal assessment</li> </ul>				

# ST JOHN'S COLLEGE : JOB DESCRIPTION



**Position Title :** Secondary Teacher  
**Reports to :** Head of Department

**Key Performance Area : CURRICULUM DELIVERY**

1. Done Well
4. Some Improvement Needed
5. Needs Priority Action

Key Tasks	Expected Outcomes	Performance Indicators	1	2	3	Notes/Reference
<p>To gain awareness and familiarity with National Curriculum Statements</p> <p>To deliver the curriculum in accordance with the School and National requirements</p> <p>To deliver the curriculum in accordance with Catholic Character requirements</p>	<ul style="list-style-type: none"> <li>Planning covers curriculum requirements</li> <li>Students are presented with learning opportunities and given encouragement to learn</li> <li>Students are presented with learning opportunities and given encouragement to learn</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of appropriate lessons covered</li> <li>Evidence of involvement in departmental scheme - writing/programme planning/ resource writing as agreed with teacher.</li> <li>Assessment records (examination reporting)</li> <li>Teacher takes part in professional development programmes as agreed</li> <li>Scheme reflects the spiritual context of the school</li> </ul>				

# ST JOHN'S COLLEGE : JOB DESCRIPTION



**Position Title :** Secondary Teacher  
**Reports to :** Head of Department

**Key Performance Area : TEACHING STRATEGIES**

1. Done Well
6. Some Improvement Needed
7. Needs Priority Action

Key Tasks	Expected Outcomes	Performance Indicators	1	2	3	Notes/Reference
Competent planning	<ul style="list-style-type: none"> <li>Well organised lessons (structured, managed well)</li> </ul>	<ul style="list-style-type: none"> <li>Students on task / involved</li> <li>Assessment records</li> <li>Unit plans</li> </ul>				

## ST JOHN'S COLLEGE : JOB DESCRIPTION



**Position Title :** Secondary Teacher  
**Reports to :** Head of Department

**Key Performance Area : MOTIVATION of STUDENTS**

1. Done Well
8. Some Improvement Needed
9. Needs Priority Action

Key Tasks	Expected Outcomes	Performance Indicators	1	2	3	Notes/Reference
To motivate students to perform to the best of their ability	<ul style="list-style-type: none"> <li>Consistency in student behaviour and work habits</li> <li>Students encouraged to take responsibility for their own learning</li> <li>Teacher enthusiasm shared with students</li> <li>Teacher use of praise and positive reinforcement</li> <li>Tasks and learning activities are appropriate to course being taught</li> <li>An environment of mutual respect among all class members</li> <li>Teachers acknowledge and respect individual differences and learning speeds.</li> </ul>	<ul style="list-style-type: none"> <li>Students stay on task</li> <li>A range of learning materials is being used</li> <li>Teacher contributes effectively</li> <li>Teacher communicates effectively</li> <li>Extension activities evident where appropriate</li> <li>Student achievement improves</li> <li>Students appear to be enjoying subject</li> <li>A variety of teaching strategies will be employed</li> <li>Remedial activities evident where appropriate</li> </ul>				

# ST JOHN'S COLLEGE : JOB DESCRIPTION



**Position Title :** Secondary Teacher  
**Reports to :** Head of Department

**Key Performance Area : COMMUNITY LIFE OF THE SCHOOL**

1. Done Well  
 10. Some Improvement Needed  
 11. Needs Priority Action

Key Tasks	Expected Outcomes	Performance Indicators	1	2	3	Notes/Reference
<p>Make a full and positive contribution to the daily operation of the school</p> <p>To be available to communicate with caregivers when necessary and support the 'open school' Policy</p> <p>To promote the school</p> <p>To consider involvement in extra-curricular activities</p> <p>To take responsibility for the pastoral care of a form group</p>	<ul style="list-style-type: none"> <li>• Daily professional responsibilities performed effectively</li> <li>• Contribution to discussion and decisions</li> <li>• Teamwork evident</li> <li>• Assist in Catholic Character activities</li> <li>• Caregivers will know that they are able to discuss the progress of students at agreed scheduled meetings</li> <li>• Represent school in positive light</li> <li>• To foster the Catholic nature of the school.</li> <li>• Increased opportunities for students</li> <li>• Good knowledge of students</li> </ul>	<ul style="list-style-type: none"> <li>• Punctuality to daily meetings/class where possible</li> <li>• Accurate completion of daily forms</li> <li>• Carrying out rostered duties</li> <li>• Presence and support at activities reflecting the Character of the school</li> <li>• Report evening attendance</li> <li>• Student records maintained</li> <li>• Evidence of home communication being carried out</li> <li>• Parent-Teacher/open days attendance as agreed</li> <li>• Parent feedback</li> <li>• Community feedback</li> <li>• Involvement in an activity</li> <li>• Evidence of knowledge and an understanding of student needs as people</li> </ul>				

## ST JOHN'S COLLEGE : JOB DESCRIPTION



**Position Title :** Secondary Teacher  
**Reports to :** Head of Department

**Key Performance Area : CONTRIBUTION TO TEAM TEACHING ACTIVITIES**

1. Done Well
12. Some Improvement Needed
13. Needs Priority Action

Key Tasks	Expected Outcomes	Performance Indicators	1	2	3	Notes/Reference
<p>To carry out required school and departmental procedures and tasks within department</p> <p>Contribute to the team's teaching activities</p>	<ul style="list-style-type: none"> <li>Administrative tasks assigned by HOD/TIC are carried out as agreed</li> <li>To prepare teaching resources and ideas for agreed units of work</li> <li>To attend and contribute regularly to departmental meetings</li> <li>To provide feedback to the team following professional development work</li> <li>To provide collegial support</li> <li>Mutual trust and confidence between members</li> <li>Meetings requirement of Ministry of Education NZQA deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Appraisal records</li> <li>Good resource management evident</li> <li>Awareness of what is happening in department</li> <li>Attendance at agreed departmental meetings</li> <li>Attendance at meetings as agreed</li> <li>Taking share of agreed workloads</li> </ul>				