Paraparaumu College
Teacher of Physical Education and Health
Job Description

PAY AND CONDITIONS: The pay and conditions of work for all members of the Paraparaumu College teaching staff are determined through the Secondary Teachers’ Collective Agreement 2015-2018

QUALIFICATIONS: Bachelor’s degree in Physical Education, Graduate Diploma or Masters Degree in Teaching or Education

REGISTRATION: Either full or provisional teacher registration through the Education Council of Aotearoa New Zealand.

RESPONSIBLE TO: Principal, Senior Leadership Team, Head of Physical Education and Head of Health Department

RELATING TO: Principal, Senior Leadership Team, HODs, Deans, Teaching Colleagues, Support Staff, Students, Parents and Whanau.

PRIMARY OBJECTIVES:

- To ensure that all students are encouraged to learn and develop to their full potential
- To assist with developing and promoting programmes in those aspects of the curriculum which are best developed through teaching subjects listed above
- To assist in facilitating the effective teaching, learning and assessment of the subjects taught.
- To be involved in professional learning and on-going development as a teacher.
- To provide collegial support for other teachers.
- To contribute to the supportive networks of the school that furthers its general aims and philosophy.
- To support and assist the senior leadership team and HODs as required.
- To support the school’s charter and work to implement the policies arising from the charter.
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<th>EXPECTED OUTCOMES</th>
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| 1. Exhibit the personal and professional qualities of a teacher. | • Be a strong communicator.  
• Have appropriate content and curriculum knowledge of Physical Education and Health and keep informed and up-to-date with current initiatives and developments in teaching practice, curriculum and assessment in the subject.  
• Show enthusiasm for and commitment to promoting the subjects across the school.  
• Show leadership, respect and support for colleagues.  
• Develop collegial atmosphere within the department, with appropriate tasks delegated to departmental members.  
• Have a clear understanding of the wider issues of education  
• An understanding of Maori protocols and Te Reo Maori is demonstrated.  
• Meet all information requests and deadlines for reporting to parents in a timely manner.  
• Demonstrate temperamental suitability for teaching. | • Lesson observations show:  
• Strong communication skills  
• The curriculum expectations of subject schemes of work, NCEA standards and NZ Curriculum are met  
• A range of learning activities is used.  
• Enthusiasm  
• Expectations of high standards of achievement and behaviour are evident.  
• A purposeful working environment is created.  
• Learner evaluations reflect the qualities of an effective teacher  
• Registered Teacher Criteria and Professional Standards are met.  
• All requests for information and deadlines for reporting to parents are met.  
• Duties performed diligently without prompting. |
| 2. Plan and implement appropriate learning and assessment programmes. | • Plan sufficiently and prepare lessons that reflect The New Zealand Curriculum, Paraparaumu College Schemes of Work and appropriate pedagogy.  
• Assess students at each level on a regular basis and evaluate the effectiveness of the classroom programmes.  
• Prepare and carry out assessments according to Paraparaumu College Guidelines for Assessment  
• Record results, and compile reports and profiles on student achievement.  
• Analyse and appropriately use assessment information (which has been gathered formally and informally) to improve learner outcomes. | • Lesson plans are prepared in accordance with subject schemes and the school charter.  
• Student work is regularly assessed and quality feedback is given.  
• Programmes are planned according to student need.  
• Assessment and reporting deadlines are met.  
• Adequate records of student progress are maintained and entered into KAMAR mark books in appropriate timeframes  
• NZQA entries are timely and accurate.  
• There is evidence of a contribution to department organisation by efficiently developing and managing subject resources.  
• Students and parents are well-informed of the demands of the subject.  
• Regarded as a team member by peers in the department, through attendance at meetings, contribution to the formulation of goals and their implementation.  
• Registered Teacher Criteria and Professional Standards are met. |
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| 3. Implement effective student management strategies. | • Establish and maintain a safe, positive and purposeful working atmosphere conducive to learning, by:  
  - setting high expectations of student behaviour,  
  - encouraging students to take responsibility for their own behaviour,  
  - consistently applying appropriate consequences,  
  - resolving conflicts as they arise.  
  • Maintain an accurate record of student attendance, in a timely manner.  
  • Ensure that all learning activities are conducted in a safe manner. | • All school guidelines on behaviour management are upheld in everyday interactions between teachers and students.  
  • Conflicts are resolved in appropriate ways.  
  • Referrals to HOD and SMT occur in a timely manner.  
  • Accurate records of student attendance are completed in a timely manner, as per school attendance recording guidelines. |
| 4. Assist in the provision, development and management of resources that support teaching and learning. | • Appropriate, well maintained teaching resources are provided to students.  
  • Take all reasonable care with all resources – rooms, equipment, print material, resource sets, etc. and promote respect of resources by students. | • Resources are developed and managed in accordance with school and department guidelines.  
  • Resources are managed effectively and accurate records of resources issued to students are kept. |
| 5. Establish and maintain professional relationships focussed on the learning and well-being of learners. | • All relationships with students and colleagues are based on mutual respect  
  • Maintain effective working relationships with colleagues that promote effective teaching and learning programmes.  
  • Support and assist colleagues to improve teaching and learning. | • Leads by example supporting standards expected of students.  
  • Regarded as an effective colleague by peers in school through attendance and involvement at staff briefings and meetings, contributing to the formulation of school-wide goals and their implementation. |
| 6. Communicate clearly with all members of the community to improve learning. | • Report to parents on development, progress and achievement of learners with reference to Paraparaumu College reporting guidelines.  
  • Communicate with clear spoken and written language to learners, colleagues, parents and the wider community (including endeavouring to pronounce names/words correctly). | • Reports to parents/caregivers on student progress four times per year, following the format established by the school.  
  • Attends Parent/Teacher Interviews and gives feedback to parents/caregivers on student progress |
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| 7. Carry out Form Teacher and House responsibilities.                   | • Participate and contribute to the effective pastoral care and management of students.  
• Contribute to the development and maintenance of house culture by involvement in house activities.                                                 | • Regards the form teacher role as an important part of being a teacher at Paraparaumu College:  
• Contacts parents of all new students at the start of the year  
• Accurately records student attendance at form period  
• Checks attendance of Form class, as per school attendance guidelines  
• Reads daily notices  
• Provides advice and guidance to form class  
• Is involved in House activities |
| 8. Demonstrate a commitment to ongoing personal professional learning and development and the improvement of teaching practice. | • Participate in annual appraisal cycle designed to highlight personal strengths and achievements, identify any professional development needs and focus on the key tasks and responsibilities required by this position.  
• Undertake appropriate professional development to enhance individual evaluation of own teaching.  
• Participate in, and contribute to, the Paraparaumu College Professional Learning programme.  
• Actively and critically engage with evidence of many kinds to reflect on and refine teaching practice through the “Teaching as Inquiry” cycle.  
• Participate in curriculum structures outside the school, e.g. subject association(s). | • Full participation in the annual appraisal cycle.  
• Actively follows up on the outcomes of appraisal.  
• Is involved in the Paraparaumu College Professional Learning Programme:  
  • Attends and participates in scheduled professional learning meetings  
  • Undertakes professional reading which helps keep abreast of subject and educational developments  
  • Actively involved in the “Teaching as Inquiry” Process, and uses evidence to inform professional learning  
  • Is involved in Professional Development provided by external providers where appropriate and supported by Professional Development Committee.  
  • Registered Teacher Criteria and Professional Standards are met. |
| 9. Demonstrate a willingness to participate in the wider life of the school. | • Assist students to identify positively with the college and its activities.  
• Participate and contribute to co-curricular activities (i.e. arts, cultural, service or sports activities). | • Supports the wider educational, collegial and cultural life of the school, by participating in whole school events and supporting school programmes.  
• Participates in co-curricular activities |
| 10. Carry out specific and reasonable tasks delegated by the Principal or others with delegated authority. | • Carry out delegated tasks effectively and in a timely manner. | • All tasks completed by due deadlines |