



JOB DESCRIPTION

Individual contributor (HR-F003SS)

Position	Teacher	Position Code	
Reporting to	Head of Faculty	Position Code	
Faculty	Science	Department Code	

Section One - Position Summary

The purpose of this role is to provide teaching instruction as required.

Section Two – Position Dimensions

Delegations & decision making	
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Section Three – Functional Relationships

Internal All staff Students	External Parents Caregivers
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Section Four – Major Activities

TEACHING

Key Tasks	Outcomes/Objectives
1. 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.
2. 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• Information and ideas are shared.• Works co-operatively and supportively with other staff
3. 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.• Effective communication with parents, including presence at parent report interview evenings.

4. 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 N Z Curriculum.
5. 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.
7. 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 are negotiated and contributed to. •

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 and any associated legislation/guidelines/regulations
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.	

Section Five - Physical requirements

Activity type	Required (Y / N)	Daily frequency (O) (F) (C) (NA)
<i>Eg sitting, standing, walking, lifting</i>	Y	F
<i>Keyboard use, fine motor skills</i>	Y	F
<i>Co-curricular / physical activities</i>	Y	F
<i>All outdoor education activities</i>	Y	F

Section Six – Person Specification

Qualifications
Diploma of Teaching Relevant Tertiary Qualification
Experience
Outdoor Education experience
Personal Attributes
Be physically fit at a level appropriate for activities in the outdoors, which may include but not be limited to heights, water, bush, caves. A sound level of resiliency

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]