WAIKATO DIOCESAN
School for Girls

## JOB DESCRIPTION & KEY ACCOUNTABILITIES

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| **Job Title** | Teacher – Itinerant Teacher of Music |
| **Reporting to** | ITM Coordinator |
| **Relationships** | • Students<br>• ITM Coordinator<br>• Principal of host school<br>• HOD or liaison teacher of participating schools<br>• Parents/Guardians<br>• Other staff<br>• Administrative staff of the host school |
| **Job Purpose** | To ensure that all secondary students in state-resourced secondary schools are given the opportunity to receive free instrumental or vocal tuition.<br>To ensure quality teaching and learning. |
| **Vision Statement** | To ensure that all secondary students in state-resourced secondary schools are given the opportunity to receive free instrumental or vocal tuition |

| **Principal Responsibilities - Teaching** | |
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| **Key Tasks Duties** | |
| **1** | Liaise with teachers in charge of music within participating schools to develop programmes suited to the needs of students. |
| **2** | Assist with the selection of students and groups, timetabling and rostering of lessons. |
| **3** | Prepare a purposeful, coherent programme for individuals or groups. |
| **4** | Assist students in preparing for national assessments and qualifications. |
| **5** | Present programmes in ways that motivate students. |
| **6** | Write reports for students as required by the teachers in charge. |
| **7** | Attend to administrative tasks (attendance checks, resource management, etc.) as required by schools. |
| **8** | Complete ITM routine administration tasks as required by the Scheme (e.g. attendance logs, teacher logs, submitting travel claims, etc.) |
| **9** | Communicate regularly with the HOD/liaison teacher in participating schools. |
| **10** | Attend meetings of ITMs in proportion to the hours taught in the scheme. |
| **11** | Participate in team discussions and contribute to the development of team spirit, philosophy, pedagogy, professionalism, and policies. |
| **12** | Work with participating schools' performance groups for performance occasions such as assemblies, prize-giving, productions, workshops, and camps or tours. (Refer Policy on ITM release from normal scheduled duties.) |

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| **13** | Drive safely to all workplaces. |
| **Conditions of Appointment** | |
| **1** | Itinerant Teachers of Music (ITMs) are employed according to the terms of the Secondary Teachers' Collective Employment Contract (STCEC), whether members of the PPTA or not. |
| **2** | ITMs are required to conform to the NZPPTA Code of Ethics, whether members of PPTA or not. |
| **3** | The nature of the job involves an ITM working each week in several schools (participating schools), which have transferred staffing time to Waikato Diocesan School (the host school) from their instrumental and vocal teaching time allowance (IVTTA). It is important that ITMs conform to each school's systems, fit into its particular culture, and meet its expectations. Job security is directly dependent on participating schools continuing to contribute the staffing time, which supports the employment of ITMs by Waikato Diocesan School. |
| **4** | Positions may be full-time or part-time, permanent or fixed term. |
| **5** | While teachers may live outside Hamilton, travel reimbursement is calculated on the distance from the host school to participating schools. In rare cases, however, an ITM might mainly service a particular locality, or group of rural schools, close to their home, and it is reasonable to reimburse all their travel from home rather than from Hamilton. |
| **6** | It is a condition of employment that teachers are prepared to use their own vehicle to travel to participating schools, but, at the discretion of the Scheme, teachers may be required to share vehicles, use rentals or vehicles provided. The reimbursement rate is 83c per km and is set according to the current STCA. |
| **7** | All staff are assigned to schools for both their teaching and non-contact time. The total hours you are contracted for include both the teaching and non-contact hours per week. |
| **8** | Salary by the salary-servicing agent is paid directly into the teacher's bank account at the appropriate level of the Secondary Teachers' pay scales, according to qualifications and service. |
| **Responsibilities and Expectations** | |
| **1** | ITMs have all the responsibilities of school-based teachers and are expected to meet the same standards of professional conduct in performing their duties. |
| **2** | All administration procedures are to be adhered to diligently, using the ITM-specific forms and formats (e.g. attendance logs, teacher logs, reimbursement claim forms, leave request forms, PLD request forms, appraisal formats, etc.). |
| **3** | ITMs are subject to performance appraisal procedures as required by the Education Council and its Code of Professional Responsibility and Standards for the Teaching Profession (STP), within the logistics of the Waikato ITM Scheme and in line with its Scheme Goals and appraisal format. |
| **4** | ITMs are not always able to perform duties beyond their teaching, as other teachers are required to do, because of travel requirements. However, ITMs should, when requested ahead of time, assist with non-classroom music activities, such as NCEA assessments, school shows, prizegiving, and competitions. Regular band or choir practices would normally be scheduled within an ITM's hours of work. |

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| **5** | The Scheme is designed to provide individual and small-group tuition, usually in 20–30-minute lessons once a week. During the day, teachers might normally teach a total of about 30 students, depending on the school's timetable, mix of instruments and ability levels; NCEA students may need individual tuition. Considerable flexibility is required to meet the needs of students and schools, and this may involve some teaching before or after normal school hours or during lunchtime. If teaching is done during lunchtime, provision should be made for the teacher to have a minimum of 30 minutes for lunch. Where a teacher is required to travel from one school to another at about midday, it may be necessary to adjust teaching times to accommodate this need. |
| **6** | For distant schools, much beyond an hour's travelling one way, it is reasonable to negotiate with the school in question, through the coordinator, some of the travel time as part of the school day. |
| **7** | Attendance at a participating school for special occasions outside the normal timetabled visits is a matter for discussion and negotiation. The Scheme is not funded for travel expenses for such additional visits and the school concerned should cover costs of travel, meals and accommodation at the STCA rates in such circumstances. |
| **8** | The Waikato ITM Scheme is committed to employing only fully qualified, trained and registered teachers. While a LAT allows a person to be employed in a teaching position temporarily, it is not a permanent setup. Teachers with a Limited Authority to Teach (LAT)will only be used where a certified teacher with the required specific skills cannot be found for the role, and they are expected to complete their teacher training within the first three years of employment with the ITM Scheme. |
| **Teaching Resources** | |
| **1** | Each participating school contributes $60 per 2.5 hours of contributed time to a centralised resource fund pool to enable ITMs to purchase teaching resources. Any teaching resources thus purchased are then available for use in all schools. |
| **2** | ITMs are accountable for these resources, which should be clearly labelled as belonging to the Scheme. |
| **3** | All the resources bought from the fund remain the property of the Scheme and are returned if the teacher leaves the Scheme or no longer requires them. |
| **4** | Teachers are encouraged to develop and share quality resources (e.g. as hard copies or in a Google folder), moderated NCEA materials (e.g. as a shared NCEA chart in Google), and detailed ITM-formatted, NZQA-approved, NCEA performance mark sheets, to increase the quality and consistency of teaching and assessing across all ITM teachers and participating schools. |
| **Management** | |
| **1** | The Principal of the Host School delegates the day-to-day management of the Scheme to the Coordinator. |
| **2** | An Advisory Committee, consisting of the Principal, Coordinator and two or three annually elected representatives, meet once a term. During these meetings, reports are received, financial statements are approved, policies are framed, and any issues are resolved. There is an opportunity for teacher-related matters to be raised by the ITM representatives. Minutes of the meetings and copies of reports are made available to ITMs and the Board of Trustees, for scrutiny, discussion and reconsideration if necessary. |

| Other Requirements of the Role | |
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| **Professional Development** | ● Participate in performance appraisals, personal and professional development in line with the school's needs and identified personal and professional objectives<br>● Effectively meets all of the Practising Teacher Criteria. |
| **Health & Safety** | ● Follow all health and safety policies to ensure a safe work environment for yourself, students, and others.<br>● Address urgent safety issues immediately.<br>● Report all incidents, accidents, and near misses.<br>● Participate in all required safety training and drills.<br>● Maintain a clean and hazard-free work area.<br>● Stay familiar with the risk register and the use of all safety equipment, including PPE. |
| **Core Competency** | |
| **Upholds the values of the organisation** | ● To achieve our vision of preparing confident, resourceful and resilient young women to make a positive difference in their world, the WDSG community will promote its values of Courage, Empathy, Integrity, Tolerance, Respect and Diligence, underpinned by the Christian faith. |
| **Mātauranga Māori** | ● Upholds and practices the traditions, values, concepts, philosophies, world views and understandings derived from uniquely Māori cultural points of view. |
| **Student & Whanau Focus** | ● Recognises and ensures that high-quality service is delivered to our students and parents at all times. |
| **Quality & Accuracy** | ● Ensures quality of work adheres to school standards at all times. |
| **Attitude, Work Ethic and Teamwork** | ● Works as an effective member of the team towards achieving the team goals and demonstrates an appropriate work ethic at all times. |
| **Initiative & Problem Solving** | ● Demonstrates appropriate levels of initiative by thinking outside the box and providing appropriate suggestions or implementing changes as appropriate to job level. |
| **Time Management/ Flexibility & Multitasking** | ● Manages workloads within appropriate timescales, making use of available tools and resources. |
| **Professionalism** | ● Behaves in a professional and ethical manner at all times. Reflecting the appropriate school image. |
| **Leadership & Leading by Example** | ● Motivates and directs students through appropriate participative leadership and displays the school values at all times. |
| **Ownership** | ● Takes appropriate levels of ownership for tasks and always delivers. |

| Qualifications, Skills and Experience | |
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| | ● Relevant tertiary qualification (Teaching)<br>● Full driver's licence is desirable.<br>● Intermediate level of software understanding (i.e. Google, Word) desirable<br>● Excellent interpersonal, oral and written communication skills.<br>● Excellent time management<br>● Excellent analytical and problem-solving skills. |
| **Date:** | |
| **Employee Name:** | |
| **Employee Signature:** | |