# Mount Hutt College

## TEACHER JOB DESCRIPTION

All teaching staff are expected to meet their obligations to the standards for the teaching profession, and code of conduct, as outlined by the Teaching Council of NZ.

**1. Professional Knowledge**

- ★ Maintain understanding of the curriculum areas for which there is an assigned teaching programme
- ★ Maintain, develop understanding of and administer the assessment tasks set out in the relevant schemes of work and in accordance with school policies.
- ★ Analyse the information gathered about students in assigned classes and use that information in planning, preparation and reporting
- ★ Participate in school-based opportunities through subject and faculty activities that ensure the teaching programmes are up to date and consistent with national and local curriculum needs.
- ★ Take opportunities in discussions and share information about curriculum and student development including Māori education.

**2. Professional Development**

- ★ Participate in school-based teacher development activities including Departmental/Faculty meetings and staff opportunities such as Teacher Only Days and relevant professional development.
- ★ Seek opportunities, through subject associations and relevant professional development or extra studies, to ensure curriculum knowledge and student classroom practice is maintained.
- ★ Maintain understanding of the principles of the Treaty of Waitangi and take opportunities to increase understanding of Tikanga and Te Reo.
- ★ From time to time, and as recommended from Professional Growth Cycles, participate in appropriate teacher development or study programmes.

**3. Teaching**

- ★ Plan and develop teaching programmes that reflect curriculum requirements and match the needs of students.
- ★ Use a range of teaching techniques, resources, learning activities and assessment practices.
- ★ Use a range of teaching practices that enable you to establish contact with individual students in the course of the teaching programme as well as whole class and group activities.
- ★ Use a range of digital tools in teaching and recording of student information.
- ★ Share with other teaching staff in planning and development of teaching materials and teaching practice.
- ★ Maintain a classroom environment, which reflects the needs of the teaching programme, the students and allows students to work in a structured environment.
- ★ Maintain assessment data from all course programmes undertaken in accordance with subject department policies and/or directions for external qualification.

**4. Relationships and Duties with Students**

- ★ Develop and maintain a classroom environment that promotes achievement and commitment from students.
- ★ Demonstrate recognition of individual needs of students and develop programmes that allow for diversity and lead to student achievement.

- ★ Maintain a positive, and safe, physical and emotional environment.
- ★ Develop and maintain standards of student behaviour consistent with the school's behaviour management policies.
- ★ Take time to establish relationships with students that demonstrate interest and concern about their wellbeing and learning in line with the Teaching Council code of conduct.
- ★ Carry out duties as a Kaiawhina as scheduled and in line with school procedures.
- ★ Undertake duties as a Duty Teacher as outlined in school schedules and procedures.
- ★ Maintain an accurate record of student attendance at each class.

**5. Student Motivation**

- ★ Set high expectations for students in teaching and learning programmes.
- ★ Communicate to students the importance of learning at all levels of the learning programmes.
- ★ Encourage and assist students to set goals for achievement.
- ★ Provide timely information to students about what they have achieved and how they can improve their levels of achievement.
- ★ Give students a context for learning and relate school achievement to future planning.
- ★ Develop a range of strategies that ensure students who achieve are recognised and acknowledged.
- ★ Positively manage the behaviour of students.

**6. Te Reo Tikanga**

- ★ Use Māori terms correctly and use accurate pronunciation of basic Māori vocabulary.
- ★ Apply appropriate Māori protocols and demonstrate respect for Māori activities in the school curriculum.
- ★ Attend staff training in Te Reo and Tikanga when provided as part of the school-wide staff developmental programme.
- ★ Review teaching programmes to ensure appropriate activities, which relate to Māori Culture and to Māori Whanau are incorporated into the teaching programme.
- ★ Keep a record of achievement for students who are Māori as part of records of all students.

**7. Communication**

- ★ Communicate clearly and effectively with all students in the assigned class programme.
- ★ Give feedback to students on the work they complete and on the activities they undertake in school programmes, including assessment information, in timely fashion.
- ★ Communicate any concerns regarding achievement or behaviour with whanau in a timely fashion.
- ★ Complete reports on student progress as scheduled and respond promptly to requests for student information from other staff, whanau and caregivers.
- ★ Participate in activities for assigned teaching programmes and attend faculty meetings.

**8. Support for Colleagues**

- ★ Participate in staff activities that contribute to the teaching programme of the college.
- ★ Support and assist colleagues in positive ways that build effective working relationships.
- ★ Share in supporting the professional development programmes of the college. Carry out all assigned duties.

**9. Contribution to the School**

- ★ Actively contribute to the extra-curricular opportunities to the curriculum of the College.
- ★ Attend parent interviews when they are held for students in your teaching programme.
- ★ From time to time, where possible, undertake activities that extend the life and opportunities of the College.
- ★ Demonstrate, when approached by parents or members of the community, a positive advocacy for the College and the work of students and staff.
- ★ Actively contribute to the options for the MHC Active program as required.

# Mount Hutt College
# Person Specifications

A Teacher of Mount Hutt College is expected to possess all or most of the following professional experiences, skills and qualifications and personal characteristics.

**Professional Experience:**

- A successful teaching background
- A clear understanding of management systems in schools
- A record of high performance in previous positions

**Skills and Qualifications:**

- A relevant degree or tertiary qualification
- Current teacher's registration
- Sound understanding of the curriculum.
- Sound understanding of NCEA Levels 1-3
- Effective communication skills
- Skills in team building and team development
- Have well developed organisational and administrative skills, with the ability to think creatively, and be adaptable and flexible

**Personal Characteristics:**

- A passionate teacher
- Energy, drive and demonstrated diligence
- Have personal honesty, integrity, tact, tolerance and a sense of humour
- An appreciation of the importance of loyalty and supportiveness
- Quality of being a team player with a positive attitude
- Ability to handle stress
- Good health both physically and mentally
- Be a role model for both students and staff