Mount Hutt College

TEACHER JOB DESCRIPTION



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 Maori 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 In-Service Courses.
- ★ Seek opportunities, through subject associations and relevant In-Service Courses 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 Performance Appraisals, 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 ICT 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 and allows students to work in an orderly fashion.
- ★ 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.
- ★ Carry out duties as a Form Teacher as scheduled and in line with school policies.
- ★ Undertake duties as a Duty Teacher as outlined in school schedules and policy.
- ★ 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 Maori terms correctly and use accurate pronunciation of basic Maori vocabulary.
- ★ Apply appropriate Maori protocols and demonstrate respect for Maori 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 Maori Culture and to Maori Whanau are incorporated into the teaching programme.
- ★ Keep a record of achievement for students who are Maori 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.
- ★ 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 sport options on Wednesday afternoon.