HERETAUNGA COLLEGE
POSITION DESCRIPTION

POSITION: **TEACHER: YEARS 9 - 13**

REPORTS TO: Head of Learning (HOL) and Principal

KEY RELATIONSHIPS: Principal, Senior Leadership, HOL
All HC Staff, Visitors, Parents/Caregivers and Students

Our School Vision:
Life-long Learning through Connectedness

Professional Expectations

It is expected that all staff will:

- Act in a confidential and professional manner at all times – respecting student and staff privacy. Being mindful of audience when discussing student/staff issues in person or over the phone.
- Establish and maintain respectful and professional working relationships with key personnel/colleagues and respecting decisions made by the Senior Leadership Team.
- Uphold the College's values, restorative processes and lead by example.

Key Components of this role include:

- To provide quality learning opportunities. A wide range of strategies consistent with the vision and values of the College are used to motivate students and caregivers are kept informed.
- To ensure students are either engaged in their learning or have support plans in place to develop engagement.

KEY RESPONSIBILITIES AND EXPECTED OUTCOMES:

Key Tasks:	Expected Outcomes:	Performance Indicators:
To provide a quality learning environment that extends all the students in the class.	● A wide range of strategies consistent with the vision and values of the College are used to motivate students. ● Lessons are well prepared and are part of a planned programme. ● Department programmes (schemes) are followed where provided by the HOL. ● A variety of teaching techniques are employed on an ongoing basis. ● Students are encouraged to be responsible and self-disciplined. ● Students' individual ability is planned for. ● Homework, where appropriate, is regularly set and checked. ● Teaching resources are well maintained and managed.	● Students in the class are engaged in their learning, or have support plans in place to develop engagement. ● A classroom behaviour management plan is developed and regularly reviewed where required. ● Student behaviour is managed according to the school-wide behaviour plan. ● Teacher demonstrates up to date knowledge of the subject area. ● Curriculum knowledge is updated. ● Knowledge of new teaching strategies is updated. ● Professional development is regularly undertaken.
This 'engaging' learning programme is relevant and challenging.	● Students actively participate in the well planned learning programme, gaining relevant qualifications. ● Students are provided with regular feedback and feed forward about their progress. ● Programmes are regularly evaluated in light of student achievement data. ● Assessment procedures are followed. ● Learning intentions and success criteria/assessment criteria are displayed and shared with students. ● Information about student progress is entered/recorded soon after work has been completed and is available. ● Assessed student work is systematically stored and is available. ● Assessment work is regularly submitted/conferenced for moderation. ● Moderation Plans and Assessment Schemes/Marking Schemes are followed/adhered to. ● Students' reports accurately reflect student progress and are completed on time.	● Students achieve standards in the NQF. ● Student learning outcomes are well documented. ● Planning is well documented. ● Resources are shared within the department. ● Teacher planning is made available to the HOL when requested. ● Department meetings are regularly attended and positive contributions made.

Maintain high professional standards and ethical behaviour.	● Meets nationally prescribed professional standards. ● Meets school-based performance management goals. ● Adheres to codes of ethics. ● Classes start/end on time. ● Class attendance is completed via KAMAR accurately and within the first five minutes of class starting. ● Teaching classroom is a safe, well organised learning environment. ● Student work is displayed (this should include work in progress, completed work and exemplars).	● As detailed in the Ministry of Education Professional Standard documentation. ● As detailed via the College's annual appraisal system. ● Teacher Registration is maintained and kept current as prescribed by Teaching Council New Zealand.
Teacher Responsibilities / Administration	● Develops a positive working relationship, being culturally responsive and applying relational practice with each student, so that strategies to support individual student progress are canvassed in a regular, planned fashion. ● Positive relationships with families/caregivers are established and they are regularly informed of any concerns regarding progress and/or attendance. ● Regular attendance at meetings and a close liaison with the HOL is maintained. ● Where relevant, Kaiarahi responsibilities as outlined in the Kaiarahi manual are observed.	● Attend and make a positive contribution at meetings. ● Fulfil duty obligations and attend assembly. ● School's vision, values, policies and procedures are actively followed and supported. ● Interaction with students is always kept at a professional and restorative level. ● Extra-curriculum contribution to the school is made.

I have read and understand the above position description and accept all the above responsibilities incorporated herein.

_____ _____

Teacher **Date Signed**

_____ _____

John Murdoch **Date Signed**
Principal

Heretaunga College

Life-long Learning through Connectedness

Application for Appointment to a Teaching Position at Heretaunga College

A. POSITION APPLIED FOR	
B. PERSONAL DETAILS	
Surname:	
First Names:	
Full Postal Address:	
Contact Telephone Numbers (Mobile)	
(Home)	
(Work)	
Email Address:	
C. PROOF OF IDENTITY AND RIGHT TO WORK	
Shortlisted/applicants being interviewed for any position at Heretaunga College will be required to complete the Safety Check form and provide two forms of original photo identification (e.g. passport, New Zealand drivers licence), along with your Teaching Council Practicing Identification Card - You must bring these to your interview.	
IMMIGRATION INFORMATION	
Are you a New Zealand Citizen?	Yes / No
If 'No', do you have residency status or a current work visa?	Yes / No
Are there conditions applied to your Visa?	Yes / No
If 'Yes', what are the conditions?	

D. TEACHER REGISTRATION

Type of Registration:		Registration Number:	
Expiry Date:		MOE Number:	

E. TERTIARY QUALIFICATIONS

Certificates, degrees, diplomas or other relevant qualifications	Institution	Major	Date Year Completed

F. EMPLOYMENT

Current Position Held (Specify):	Status (Permanent, Fixed Term etc)	Date Appointed
Job Title: ..... Employer:		
Can we contact your principal about this position?	Yes / No	
Previous Employment:	**Status** (Permanent, Fixed Term etc)	**Dates**
Job Title: ..... Employer:		to
Job Title: ..... Employer:		to
Job Title: ..... Employer:		to

G. TEACHING SERVICE - Details in date order (use separate sheet if desired)

Position	School	Principal subjects and levels taught	Duties	
			Commenced	Ceased

H. REFEREES

Applicants should nominate up to three referees below. The College will contact the referees so please ensure full details are given, including phone numbers.

	Referee	Phone	Email
1			
2			
3			

AUTHORITY TO APPROACH OTHER REFEREES

I authorise the Board, or nominated representative, to approach referees/authors of written references and persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position	Yes / No
I authorise the Board, or nominated representative, permission to access any information held by the Teaching Council of Aotearoa New Zealand or any other professional body or licensing/education authority, including matters under investigation, to gather information related to my suitability for appointment to the position.	Yes / No

APPLICANT DECLARATION

(i) I certify that the information given in this application is to the best of my knowledge correct. I understand that this may be verified.

(ii) In accordance with the Privacy Act, I authorise the Board of Trustees to obtain further information from the referees listed in this application and consent to the referees disclosing such information to the Board.

(iii) I know of no reason why I would not be suitable to work with children/young people.

(iv) I also authorise the Board of Trustees to make other enquiries as they see fit in relation to my application and consent to the disclosure of information to the Board by such persons of whom enquiry is made on matters pertinent to the position description and person specification.

(v) I understand that if I have supplied incorrect or misleading information or have omitted any important information, any offer of employment may be withdrawn, I may be disqualified from appointment, or if appointed, my employment may be terminated.

INFORMATION FOR APPLICANTS

(ii) Applicants will be expected to furnish a 'Curriculum Vitae' and should state in support of their application any special qualifications, experience, or strengths that they feel they possess, and any extra-curricular activities with which they may be prepared to assist.

(iii) It is the applicant's responsibility to ensure that the application reaches the Board before the closing date specified in the Gazette/Advertisement. Where there is any doubt a follow up email should be sent to klauij@heretaunga.school.nz or phone (04) 939-9370 ext. 889 to confirm receipt.

Signature of Applicant: _____ Date: _____

PRE-EMPLOYMENT SAFETY CHECK
The Children's Act 2014

The Children's Act 2014 requires organisations funded by state services to undertake a complete and thorough check of all paid staff in the state-funded children's workforce.

In applying for a position at Heretaunga College, should you be short-listed and/or interviewed for a position, you authorise us to undertake the following safety checks:

- Confirmation of Identity – by providing 2 forms of identification (1 photographic)
- Referee Check
- Work History Check
- Police Vet
- Teaching Council Check or Professional Body or Licensing Authority

DECLARATION STATEMENT	
Declarations:	**Please Circle:**
Have you ever been convicted of, or are being prosecuted or investigated for, a criminal offence?	**Yes / No**
Have you ever been disciplined by a regulatory authority eg. Teaching Council?	**Yes / No**

If you have answered 'Yes' to any of these questions please give full details. We will only take them into account if we consider them relevant to the position for which you have applied. All information provided in this application will be treated as strictly confidential and will only be used for the purpose of this application for a position at Heretaunga College.

I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that the provision of false or misleading information given in response to any questions on this form or the failure to disclose information will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my consent to the processing of data contained or referred to in this application, in accordance with the Privacy Act 1993 and any subsequent legislation.

Signed: _____ Date: _____

Full Legal Name: _____

OFFICE USE		
IDENTIFICATION SIGHTED: One must contain a photograph (copies attached)		
Type:	**Number:**	**Expiry Date:**
Checks Completed:	**Date:**	**Undertaken By:**
Referee Checks		
Work History Check		
Police Vet		
Teaching Council / Professional Body / Licensing Authority		