FRASER HIGH SCHOOL
Te Kura Tuarua o Taniwharau

Job Description

HEALTH & PE TEACHER

RESPONSIBLE TO

- Head of Department (HoD)
- Head of Faculty (HoF)

FUNCTIONAL RELATIONSHIPS

- The Senior Leadership team
- All teaching staff
- All other staff in matters of administration and pastoral care
- All support staff

PRIMARY OBJECTIVES

- To implement the policies and principles of the School Charter and the School Annual Plan, faculty annual plans
- To support the development of culturally responsive and flexible learning environments at Fraser High School
- To adhere to the relevant HoF(s) as directed within the bounds of this position and this document.

PROFESSIONAL QUALITIES

- Has relevant education and teaching qualifications in specialist learning area(s) relevant to the position
- Has teacher registration
- Proven:
    - Ongoing commitment to professional learning
    - Experience to teach in specialist learning area(s)
    - Ability to work collaboratively within a School Environment
- Will be able to teach Year 9 to Year 13 students

EDUCATIONAL PHILOSOPHY

- Has a pedagogical philosophy of learning and education in harmony with the ‘ethos’ of Fraser High School
- Has a clear understanding of the value and significance of learning to students and society
- Is committed to an holistic view of educational excellence and equity
- Fosters in students an enthusiasm for learning by providing stimulating, challenging and appropriate activities
- All teaching staff are encouraged to contribute to both the co-curricular and extra-curricular life of the School

EXPERIENCE

Fraser High School encourages applications from first year teachers and employment based Teacher Trainees; however, for all vacancies, the best person for the position is appointed.

EQUITY AWARENESS

The appointee –

- Is confident to use basic Te Reo and Tikanga Maaori
- Has a sound understanding of Te Tiriti o Waitangi principles and values, and their relevance to learning and education, in relation to equity, participation, protection, and partnerships.
- Has proven experience in effective culturally responsive pedagogical practices
- Has an understanding of, and empathy for equity in all aspects of learning and education

PROFESSIONAL RESPONSIBILITIES

TEACHING RESPONSIBILITIES	
To plan and prepare delivery of the curriculum as set down by the Head of Faculty **To teach:** ● **The learning area(s) qualified for** ● **Other supporting subject(s) strength(s) if required**	Expected Outcomes a. Prior to the commencement of each term or following allocation of classes/levels, to have selected and planned the units of work according to the Faculty Plan to the satisfaction of the Head of Department/teacher in charge b. Prior to the commencement of teaching units or lessons to have planned the delivery of such units/lessons
To address the educational and learning needs of all learners.	Expected Outcomes a. Use effective pedagogical practises specific to learners' learning needs b. Assess learners to support their learning
Effectively implement classroom management to support learning and teaching, by creating a teaching/learning environment conducive to effective teaching practices and achievement.	Expected Outcomes a. To maintain standards of behaviour in classrooms that support learning and achievement b. To follow the routines and expectations required with the HPE Faculty c. To adhere to the school's Learning Behaviour programme
To consult and liaise with fellow teachers, parents and caregivers in accordance with school policy and procedures.	Expected Outcomes a. To attend Department/Faculty meetings as required to discuss matters pertaining to student learning and achievement b. To attend all other meetings as required by the School, including e.g. parent teacher evenings and specific parent teacher interviews

To construct records of, and reports on, student academic, co-curricular, social and personal achievement and development according to the policy and procedures of the school.	<u>Expected Outcomes</u> a. To supply records of achievement to the HoF according to the Assessment policy of the Department/Faculty b. To write reports on individual students as required according to Department and school policy including subject reports, discipline reports and reports of a confidential nature c. To supply Deans, HoFs, Guidance Counsellor and Careers staff with such information as is required on student achievement, attendance, behaviour, etc.
To safeguard the health and safety of students when they are in your control "in-school" and involved in "education outside of the classroom.	<u>Expected Outcomes</u> a. To be familiar with the school emergency procedures, policies and documents b. To abide by the Education Outside The Classroom policies and procedures c. To do reasonable duties as required by the School e.g. supervision duties before school, interval, lunchtime and after school
To engage in Professional Learning (PL) Programmes of the school.	<u>Expected Outcomes</u> a. To participate in Teacher Only Days and Curriculum Development PL as required by School b. To alert HoF to any specific requirements for PL c. To participate in PL for professional growth and development to meet specific professional requirements as directed by the PL process and/or HoF
To assist and engage in Faculty and Departmental activities and duties as delegated by the HoF	<u>Expected Outcomes</u> 1. To attend and participate in Faculty and Department meetings 2. To assist with the planning and development of curriculum as required 3. To assist the HoF in the maintenance of resources 4. To take all possible care of School equipment assigned to you

To assist students' preparation for all assessments **To take part in school reviews and professional growth cycles as directed by the Board and/or the Principal** **To meet the management requirements of the school as they relate to the classroom.**	<u>Expected Outcomes</u> a. To undertake such activities or duties to meet standards and deadlines as required by subject/school assessment policies and procedures. <u>Expected Outcomes</u> a. To review as required by your HoF/HoD, your methods of teaching, programmes of work and participate in arrangements for your further training and professional learning as a teacher. This review can be initiated by the individual teacher b. To participate fully in ERO reviews, and/or specific subject Faculty, Department reviews initiated by the Principal <u>Expected Outcomes</u> a. Be at School and in class on time b. Report to the Day Relief Manager, as soon as is practically possible, impending absence from school or class c. Ensure that classrooms are left tidy at the end of each period and the end of the day. Chairs are to be put up, desks arranged in order, food/rubbish off the floor, windows closed, et al, according to the cleaners schedule d. Ensure that period attendance/absences are correctly filled in each period and put in at the end of the day by 3.25pm e. Prepare current work/emergency lessons for relievers or contact HoD if necessary. Specialist practical work to be avoided unless prior arrangement is made with the reliever

PASTORAL AND ADMINISTRATIVE RESPONSIBILITIES	
To carry out the duties of a Group Tutor as required.	<u>Expected outcomes</u> a. To adhere to the School's attendance policy and procedures, including liaising with caregivers/parents. b. To monitor the personal, academic, co-curricular and growth of students in the class c. To liaise with relevant staff, and parents to help support the growth and development of students d. To keep students in the group informed and involved in school life through the dissemination of information e. To adhere to the School's Learning and Behaviour policy and procedures, including liaising with caregivers/parents
To carry out the administrative duties as a teacher at Fraser High School	<u>Expected Outcomes</u> a. To do the duties including: ➢ Duty supervision, attend staff briefing, assemblies, staff meetings, Department and Faculty meetings, and special meetings on time and as required
To be involved in the corporate life of the school, that is, to contribute to the effective functioning of the total school operation.	<u>Expected Outcomes</u> a. To be involved in activities beyond the classroom in a negotiable, flexible and reviewable way with school management

OTHER PROFESSIONAL RESPONSIBILITIES **Meet and uphold the Teaching Council of Aotearoa/NZ's Code of Professional Responsibility/Ngā Tikanga Matatika and the Standards for the Teaching Profession/Ngā Paerewa** **Successfully meet and maintain the Professional Standards for Secondary Teachers as outlined in the Secondary Teachers' Collective Agreement (STCA).** **To act and dress in a manner appropriate to a professional, and as a role model for students of Fraser High School.** **To abide by the School Charter, Policies, and Procedures.**	

Teacher's name: _____Signed:_____Date:_____

Principal's name:_____Signed:_____Date:_____