Taupo-nui-a-Tia
COLLEGE

Position: **Teacher**

Responsible to: **Teacher in Charge and/or Head of Faculty (HoF)**

Employment status: **Fixed Term, full-time**

Primary Objective:
Responsible for providing teaching programmes to meet the educational needs of the group of students allocated to the teacher for the school year.

Code of Professional Responsibility and Standard for the Teaching Profession:
As a teacher you will uphold the Code of Professional Responsibility and the Standards of the Teaching Profession.

Key Responsibilities	Performance Indicators
Supports the College's Charter/Goals/Policies	• Implements the current practices of the college • Remains loyal to the educational philosophy of the college
Maintains the standards expected of a teacher	• Recognises the role and responsibilities of a teacher in promoting the personal and educational welfare of the students • Demonstrates personal behaviour in keeping with the teachers' code of ethics • Has a temperament suited to teaching
Teaches the classes assigned	• Displays competence and is up to date with current curricula and teaching methods • Uses appropriate teaching methods, programmes and student management skills with each particular group and to address individual needs of students • Plans and prepares teaching programmes in advance and in keeping with the relevant scheme of work for the subject • Assesses classwork using a variety of methods and in accordance with college policy • Maintains discipline at a suitable level to enable effective teaching and learning to take place • Encourages students in their work and to develop an enthusiasm for learning • Sets homework in accordance with school policy.
Undertakes pastoral care duties	• Displays warmth and understanding in dealings with students • Addresses students' personal problems with discretion when they become evident or refers them to appropriate staff
Fulfils administrative requirements of the position	• Keeps accurate and up to date records on attendance and classroom performance of the students • Completes administrative tasks on time
Communicates with parents/caregivers	• Provides parents/caregivers with early advice of behavioural or learning concerns that arise • Prepares reports on student progress in accordance with college policy • Follows up requests from parents/caregivers for assistance, information or advice • Discusses student progress with parents/caregivers
Fosters harmonious working relationships in the school community	• Promotes purposeful classroom activities and atmosphere • Encourages students to show respect for the teacher and one another • Shows sensitivity and tolerance in dealings with other staff, students and parents/caregivers • Demonstrates empathy with gender and cultural issues • Supports cooperation and enthusiasm among the staff
Safeguards college and student property	• Aims to hold accidental damage and vandalism to college property at a low level

	● Takes early action to instigate repairs and inquiries into damaged/lost property ● Keeps accurate records of all college property on loan to students ● Applies security measures with regard to the safekeeping of college, staff and student property
Participates in the work of the subject area(s) and wider school	● Attends staff meetings and contributes where appropriate ● Supports the work of others and contributes towards the organisation and management of the subject area(s) and the wider school ● Assumes tasks beyond immediate classroom responsibilities ● Participates in activities with students outside the classroom ● Maintains school wide discipline in conjunction with other staff ● Provides feedback at the appropriate level on all school matters ● Shares in school development strategies and the enhancement of school climate ● Undertakes assigned duties to ensure the control and safety of students when under the jurisdiction of the college ● Ensures that he/she is familiar with and enforces current system of keeping school grounds free from litter
Maintains and develops personal professional skills	● Participates in appraisal procedures to monitor professional development and training needs ● Helps identify in-service programmes to address professional needs ● Takes part in subject and professional associations where available
Undertakes other responsibilities as agreed	● Undertakes the role of Form teacher or Tutor as requested ● Assists with casual tasks/whanau teacher when the need arises, and workload permits

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Date

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Ben Claxton **Date**