

## HERETAUNGA COLLEGE POSITION DESCRIPTION



<b>POSITION:</b>	<b>TEACHER: YEARS 9 - 13</b>
<b>REPORTS TO:</b>	HOD and Principal
<b>KEY RELATIONSHIPS:</b>	Principal, Senior Leadership, HOD All HC Staff, Visitors, Parents/Caregivers and Students

**The Mission Statement of Heretaunga College:**  
*Growing connected, creative, resilient and engaged citizens*

### **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 PRIDE 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:
<p>To provide a quality learning environment that extends all the students in the class.</p>	<ul style="list-style-type: none"> <li>● A wide range of strategies consistent with the vision and values of the College are used to motivate students.</li> <li>● Lessons are well prepared and are part of a planned programme.</li> <li>● Department programmes (schemes) are followed where provided by the HOD.</li> <li>● A variety of teaching techniques are employed on an ongoing basis.</li> <li>● Students are encouraged to be responsible and self-disciplined.</li> <li>● Students' individual ability is planned for.</li> <li>● Homework, where appropriate, is regularly set and checked.</li> <li>● Teaching resources are well maintained and managed.</li> </ul>	<ul style="list-style-type: none"> <li>● Students in the class are engaged in their learning, or have support plans in place to develop engagement.</li> <li>● A classroom behaviour management plan is developed and regularly reviewed where required.</li> <li>● Student behaviour is managed according to the school-wide behaviour plan.</li> <li>● Teacher demonstrates up to date knowledge of the subject area.</li> <li>● Curriculum knowledge is updated.</li> <li>● Knowledge of new teaching strategies is updated.</li> <li>● Professional development is regularly undertaken.</li> </ul>
<p>This 'engaging' learning programme is relevant and challenging.</p>	<ul style="list-style-type: none"> <li>● Students actively participate in the well planned learning programme, gaining relevant qualifications.</li> <li>● Students are provided with regular feedback and feed forward about their progress.</li> <li>● Programmes are regularly evaluated in light of student achievement data.</li> <li>● Assessment procedures are followed.</li> <li>● Learning intentions and success criteria/assessment criteria are displayed and shared with students.</li> <li>● Information about student progress is entered/recorded soon after work has been completed and is available.</li> <li>● Assessed student work is systematically stored and is available.</li> <li>● Assessment work is regularly submitted/conferenced for moderation.</li> <li>● Moderation Plans and Assessment Schemes/Marking Schemes are followed/adhered to.</li> <li>● Students' reports accurately reflect student progress and are completed on time.</li> </ul>	<ul style="list-style-type: none"> <li>● Students achieve standards in the NQF.</li> <li>● Student learning outcomes are well documented.</li> <li>● Planning is well documented.</li> <li>● Resources are shared within the department.</li> <li>● Teacher planning is made available to the HOD when requested.</li> <li>● Department meetings are regularly attended and positive contributions made.</li> </ul>

<p>Maintain high professional standards and ethical behaviour.</p>	<ul style="list-style-type: none"> <li>● Meets nationally prescribed professional standards.</li> <li>● Meets school-based performance management goals.</li> <li>● Adheres to codes of ethics.</li> <li>● Classes start/end on time.</li> <li>● Class attendance is completed via KAMAR accurately and within the first five minutes of class starting.</li> <li>● Teaching classroom is a safe, well organised learning environment.</li> <li>● Student work is displayed (this should include work in progress, completed work and exemplars).</li> </ul>	<ul style="list-style-type: none"> <li>● As detailed in the Ministry of Education Professional Standard documentation.</li> <li>● As detailed via the College's annual appraisal system.</li> <li>● Teacher Registration is maintained and kept current as prescribed by Teaching Council New Zealand.</li> </ul>
<p>Teacher Responsibilities / Administration</p>	<ul style="list-style-type: none"> <li>● Develops a positive working relationship with each student so that strategies to support individual student progress are canvassed in a regular, planned fashion.</li> <li>● Positive relationships with families/caregivers are established and they are regularly informed of any concerns regarding progress and/or attendance.</li> <li>● Regular attendance at meetings and a close liaison with the HOD is maintained.</li> <li>● Where relevant, Kaiarahi responsibilities as outlined in the Kaiarahi manual are observed.</li> </ul>	<ul style="list-style-type: none"> <li>● Attend and make a positive contribution at meetings.</li> <li>● Fulfil duty obligations and attend assembly.</li> <li>● School's vision, values, policies and procedures are actively followed and supported.</li> <li>● Interaction with students is always kept at a professional and restorative level.</li> <li>● Extra-curriculum contribution to the school is made.</li> </ul>

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

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**Teacher**

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**Date Signed**

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**Fiona Craven  
Principal**

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**Date Signed**