

## **Job description for the position of Te Ao Haka and Te Reo Teacher**

### ***Prime Responsibilities***

- ☐ to teach within the Māori (Te Manu Taki) Department
- ☐ to carry out teaching and other assigned duties in a manner consistent with College policies and practices
- ☐ contribute to the work of the Te Manu Taki Department under the leadership of the Head of Department and Curriculum Managers
- ☐ contribute to the wider life of the College

### ***Key Competencies***

#### **Curriculum**

*Competence will be demonstrated by:*

- ☐ being conversant with, and competent in, the New Zealand Curriculum of the subjects taught
- ☐ planning and preparing programmes of work and adhering to schemes of work
- ☐ demonstrating appropriate teaching techniques and student management skills
- ☐ enabling and encouraging students to learn
- ☐ preparing students for internal and external examinations and assessments

#### **Assessment**

*Competence will be demonstrated by:*

- ☐ using appropriate assessment methods which meet College policies
- ☐ preparing assessment items as reasonably requested by the Head of Department or Curriculum Managers
- ☐ monitoring carefully the progress of each individual student and recording this accurately
- ☐ reporting on student progress to parents, and by being available to parents at Report Evenings

#### **Classroom teaching**

*Competence will be demonstrated by:*

- ☐ promoting a purposeful and positive learning environment
- ☐ stimulating student interest and active participation
- ☐ structuring individual lessons effectively
- ☐ carrying out the responsibilities of a form teacher, if designated

#### **Relationships with students**

*Competence will be demonstrated by:*

- ☐ promoting the personal and educational welfare of students
- ☐ respecting the individual needs and cultural backgrounds of students
- ☐ establishing and maintaining professional positive relationships with students
- ☐ being firm, fair and consistent in student management
- ☐ consulting with the Guidance Department and support teachers on student issues requiring additional specialist input

#### **Resources**

*Competence will be demonstrated by:*

- ☐ using and developing a variety of teaching resources
- ☐ maintaining and storing resource materials as required by the Head of Department

## **Whole school contribution**

*Competence will be demonstrated by:*

- ☐ taking part in some form of extra-curricular activity with students
- ☐ attending required school functions and showing an interest in other school activities
- ☐ contributing to Department, committee and other professional forums

## ***Relationships***

The Principal is responsible for the conditions of employment of the teacher.

On a day-to-day basis, the teacher will work most closely with the Head of Department and Curriculum Managers and, as a tutor teacher, with the Dean of that year level.

Teachers are encouraged to maintain collaborative and collegial working relationships with colleagues.

## ***Reporting***

The teacher will report to the Head of Department, Te Manu Taki, who will be responsible for the professional growth cycle of the teacher.

## ***Expectations***

*The position of teacher carries with it a number of expectations including:*

- ☐ commitment to the College and to the enhancement of its tradition of excellence
- ☐ contribution to the life of the College outside the classroom, taking part in some form of chosen extra-curricular activity
- ☐ contributing to departmental, committee and other professional forums
- ☐ a commitment to participate in professional development and performance management programmes
- ☐ attendance at school functions and showing an interest in other school activities
- ☐ an interest in students and a desire to see them achieve to their full potential

In addition to the above expectations, most important will be the achievement of the objectives set by the teacher for the ensuing year and which have been agreed to with the Head of Department responsible for the teacher's performance management.

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TE MANU TAKI TEACHER ()

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Date

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PRINCIPAL (Patrick Gale)

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Date