



**Rangitoto
College**

Job Description for the position of Secondary Teacher

Prime Responsibilities

- to teach within the Rangitoto College
- to carry out teaching and other assigned duties in a manner consistent with College policies and practices
- contribute to the work of the Department under the leadership of the Head of Department and Curriculum Leaders
- 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 Leaders
- monitoring carefully the progress of each individual student and recording this accurately
- reporting on student progress to parents via interim, mid year and end of year reports, 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, Deans and learning 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.

The teacher will, on a day to day basis, work most closely with the Head of Department and Curriculum Leaders 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, who will be responsible for the performance management appraisal 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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TEACHER (NAME)

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Date

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ACTING PRINCIPAL (Peter Morton)

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Date