

**Wellington Girls' College**  
**JOB DESCRIPTION**  
***Subject Teacher (part time)***

<b>Responsible to:</b>	Head of Department and, if applicable, Teacher in Charge of subject
<b>Functional Relationships with:</b>	Students Deans Senior Management Team Parents Subject Association
<b>Annual Term of Engagement:</b>	
<b>Terms of Employment:</b>	As per the Secondary Teachers' Collective Agreement
<b>E.E.O. statement:</b>	Wellington Girls' College is an equal employment opportunities employer

**OVERVIEW OF POSITION:**

- To provide learning opportunities, with and through technologies, that equip students to be confident, connected, innovative, resourceful, learners
- To reference planning and decision making to the Wellington Girls' College mission, vision and values statements
- To apply, reflect and report on the Registered Teacher Criteria across teaching practice
- To promote a student potential approach and the Wellington Girls' College culture of high expectations, inclusion and excellence for all students

**KEY RESPONSIBILITIES:**

- Plan and deliver learning programmes and assess student progress following departmental guidelines, and in accordance with the Wellington Girls' College curriculum, Wellington Girls' College Guidelines and Procedures, and requirements from external agencies including NZQA and MOE
- Provide and maintain a purposeful working environment
- Report regularly on student progress – online, via email, and at student-parent-teacher interviews; other contact as necessary in consultation with HOD and/or Dean/s
- Participate in professional learning with a focus on keeping up-to-date in effective pedagogy as well as specialist subject area
- Assist the department in achieving its goals and objectives
- Contribute to the smooth running of the department and personal professional learning by taking on an agreed area of responsibility each year (excludes PRTs)

- Participate in a regular cycle of appraisal for professional improvement and re-registration
- Additional tasks and responsibilities as directed by the HOD, SMT and Principal

#### **ADMINISTRATION**

- Carry out administrative duties carefully and accurately
- Complete attendance in each lesson
- Attend staff briefings (where able), staff meetings, department meetings, and other meetings **which have a bearing on teacher professional learning**
- Report regularly to the HOD both formally and informally

#### **PERSON ATTRIBUTES**

- High professional and personal standards of conduct and dress
- Organised and able to work to deadlines
- Genuine interest in young people and in education
- Technology literate
- The ability to work as a member of a team
- Commitment to supporting the College and the College community

**This position is subject to the requirements of the Children’s Act 2014.**

***Wellington Girls’ College is declared a smoke-free area and has a no smoking policy for staff and students..***

Signed:	Employee: _____
	Principal: _____
	Date: _____