



Columba College

POSITION DESCRIPTION Teacher of Physical Education and English and Social Studies Years 7&8

TENURE: Full Time, Long Term Relieving

RESPONSIBLE TO: Principal
Deputy Principal
Head of Middle School
Dean of Middle School

FUNCTIONAL RELATIONSHIP WITH: Principal
Senior Leadership Team
Staff
Parents
Students

PURPOSE OF ROLE

A teacher in the middle school is primarily responsible for professionally developing and delivering a programme of teaching and learning as directed by the Senior Leadership Team. The teacher will contribute to the development of a learning environment in which the vision and values of the College and the goals of the middle school may be achieved within the specific context of the classroom. All staff are expected to support the special character of the school in all aspects of school life.

PERSON SPECIFICATION

The Teacher of English will be a New Zealand Registered Teacher and be expected to demonstrate a range of knowledge experience and attributes, such as:

EDUCATION QUALIFICATION

Qualified Teacher – New Zealand Registration
Teaching experience in NCEA Levels 1 - 3

KNOWLEDGE AND EXPERIENCE

A sound theoretical and practical knowledge of the theory and practical application of learning, curriculum, and assessment.
Excellent achievement in classroom teaching within a subject discipline at Middle school level.
Effective practice collaboration with other teachers, and personal inquiry to improve teaching practice.
A capacity to manage and resolve issues that may involve students and or parents.
An understanding of 21st century education and collaborative teaching and learning.
An understanding of girls' education and the relative advantages of girls' Schools.

Demonstrated empathy with Māori students and a commitment to the principles of the Treaty of Waitangi.

An ability to work with International Students.

Competence and confidence in using Information Technology and e-learning to enhance learning and administration.

Effective written and oral communication skills appropriate for a range of audiences (students, colleagues, parents).

Time management and administrative skills and an ability to uphold deadlines.

PERSONAL PROFESSIONAL QUALITIES

Demonstrate practical commitment and support of our Presbyterian special character and model our values of Good Discipline, Respect, Aroha, Citizenship and Excellence (GRACE).

Ability to work as part of the team to support colleagues to provide a stimulating positive and rewarding school environment and willing to share responsibilities in the Middle and Senior School.

Demonstrate inspiration and innovation in working to resolve problems.

An open warm and caring manner with empathy in dealing with a diverse range of students, staff and parents.

Demonstrate a commitment to on-going professional learning and appraisal.

KEY ACCOUNTABILITIES

1. Teaching and Learning
 - Students
 - Parents
 - Learning Area
 - Other Staff
2. Health and Safety
3. Special Character
4. Corporate Responsibility
5. Personal/Professional Development

1. TEACHING AND LEARNING

Key Tasks - Students	Performance Indicators
Exhibit the professional qualities of a teacher including professional standards outlined in the current Area School Teachers Collective Agreement	<i>Participation in the Appraisal programme. Feedback HOD.</i>
Establish positive teacher-student relationships within set guidelines	<i>Student feedback.</i>
Using data effectively, plan and evaluate learning programmes which meet student needs	<i>Unit plans and teaching practice demonstrates differentiation.</i>
Provide evidence of effective learning by the student, so the students achieve learning objectives and reach their potential	<i>Student portfolios/ Assesment dates.</i>
Effectively manage the classroom and teaching space	<i>Student, parent and appraiser feedback.</i>
Effectively assess student achievement	<i>Appropriate assessment of student learning.</i>
Record results and compile profiles on student achievement	<i>Student portfolios/up to date minute books</i>
Manage the effective use of available resources	<i>Resources managed, HOD feedback.</i>
Set objectives for each class in line with Middle School schemes and courses of work	<i>Unit plans demonstrate objectives.</i>
Actively engage in the Blended ELearning programme at Columba College	<i>Technology supports student learning.</i>
Assume overall responsibility for the development of teaching and learning programmes within his/her allocated class which caters for all students' learning needs within the Columba College context.	<i>Teaching and learning programmes created and reflect student needs.</i>
Ensure that programmes offered are tailored to the needs to all students and that the delivery of these programmes are reviewed annually to suit the needs of particular cohorts.	<i>Differential teaching and learning programmes are developed and implemented</i>
Identify students within his/her class or learning areas with particular learning needs and requirements; and ensure that these needs/requirements are being reasonably met. These include students who: a. Have learning difficulties b. Are exceptionally talented/gifted c. Are Māori and seeking to 'achieve as Māori' in line with <i>Ka Hikitia</i> (the government's Māori education strategy) and with consideration of the school context d. Do not have English as their first language	<i>Students identified and appropriate teaching and learning is implemented successfully.</i>

These tasks will be undertaken in conjunction with staff with particular responsibility in these areas including digital technology, the Dean of International Students and the Head and Dean of the Middle School.

Fulfil all requirement for NCEA assessment as determined by the Principal's Nominee and the Deputy Principal

Key Tasks - Parents

Provide useful timely and appropriate information to parents/caregivers about their daughter's individual achievement through written reports and parent interviews.

*Accurate and timely reports.
Parent feedback.*

Respond to reasonable parental requests concerning their daughter's learning as appropriate (usually through the Head and Dean of Middle School and Deputy Principal).

Parent and Dean feedback.

Key Tasks – Learning Area

In conjunction with the Head of Department contribute to and support the development and implementation of the Columba College Curriculum.

SLT feedback and appraisal process.

Meet regularly with colleagues regarding issues pertaining to:

Attend Department meetings.

-Delivery of teaching and learning programmes

Carry out actions as requested by SLT.

-Pedagogical development within the learning area including e Learning and inquiry into teaching and learning

Collaborate with colleagues to meet Department expectations.

-Professional development and learning in this learning area

-Assessment and its use in informing practice

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- Management of resources including but not limited to, management of learning environments as safe, clean and tidy, engaging and vibrant spaces.
 - EOTC requirements within school
 - Cross curricular applications EOTC
 - Use of resources with the school such as IT, Library and ESOL support

Key Tasks – Other Staff

Support colleagues across the wider school

Collegial input in wider school.

2. HEALTH AND SAFETY

Key Tasks

Support the school and department systems that are consistent with the Health and Safety at Work Act 2016.

Performance Indicators

Health and Safety procedures pertaining to student wellbeing and crisis management system in place

3. SPECIAL CHARACTER

Key Tasks

Support the development of the Presbyterian special character of the school.

Performance Indicators

Active participation in reflecting the Presbyterian tradition.

Model the school values of GRACE.

Behaviour and attitude consistent with school values

4. CORPORATE RESPONSIBILITY

Key Tasks

Participate in the practice of staff performance, appraisal and attestation.

Performance Indicators

Completed appraisal cycle

Participate, support and contribute to the staff professional development and learning programmes.

Participation and contribution to staff professional development.

Assist the Dean/s in the preparation of reports, papers and research for the Board of Trustees, Ministry, Principal – including forms and returns and other routine matters as well as policy documents, as required.	<i>Reports, returns and research carried out in an accurate and timely manner.</i>
Represent the school at public functions as negotiated with the Principal.	<i>Representation at functions</i>
Take part in the corporate life of the school which includes handling concerns of parents/guardians on the progress and development of students, participating in school activities and attending functions where our school is represented.	<i>Available to discuss matters with parents/caregivers Participate in school activities and functions</i>
Support the school policies in a positive manner, both inside and outside the classroom.	<i>Feedback from JSD</i>
Undertake duties which are part of the overall running of the school. Undertake any reasonable request of the JSD or Principal.	<i>Specific responsibilities undertaken</i>
Speak to prospective students and promote the School effectively.	<i>Participate in contributing schools marketing as required.</i>
Participate in activities related to the co-curricular programme provided for students.	<i>Participation in activities</i>
Provide a thoroughly professional image and example to School personnel and members of the school community.	<i>Feedback from staff</i>
Use available opportunities to present Columba College to members of the community in the best possible light.	<i>Feedback from the community</i>
Contribute to the Columba College Newsletter.	<i>Appropriate contribution</i>

5. PROFESSIONAL/PERSONAL DEVELOPMENT

Key Tasks

Attend professional conferences and courses to maintain personal awareness of developments related to general education and developments in departmental and own subject areas.

Performance Indicators

Attendance at courses and conferences as required
Report on conferences and courses attended
Recommendations to JSD

Signed:

Date:

Signed:
Principal

Date: