



Columba College

POSITION DESCRIPTION JUNIOR SCHOOL RELEASE TEACHER

TENURE:	Permanent
RESPONSIBLE TO:	Principal Head of Junior School
FUNCTIONAL RELATIONSHIP WITH:	Classroom teacher Principal Staff Parents

PURPOSE OF ROLE

The Junior School Release Teacher role is to support the classroom teacher by covering set times to allow the classroom teacher the opportunity to have purposeful out of classroom time. All staff are expected to support the special character of the school in all aspects of school life.

EDUCATION QUALIFICATION

Qualified Teacher – New Zealand Registration

KNOWLEDGE AND EXPERIENCE

A sound theoretical and practical knowledge of the theory and practical application of learning, curriculum, and assessment.

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.

Passionate about, and experienced in 21st century education and collaborative teaching and learning.

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 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
 - Classroom teacher
 - Students
 - Parent/Caregivers
 - 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 Teachers Collective Agreement

*Participation in the appraisal programme.
Feedback Principal*

Effectively manage the classroom and teaching space

Actively engage in the Blended ELearning programme at Columba College

Effectively assess student achievement if applicable

Key Tasks – Other Staff

Support colleagues across the wider school

Collegial input in wider school

2. HEALTH AND SAFETY

Key Tasks

Performance Indicators

Support the school and department systems that are consistent with the Health and Safety at Work Act 2015.

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

3. SPECIAL CHARACTER

Key Tasks

Performance Indicators

Support the development of the Presbyterian special character of the school

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

Performance Indicators

Participate in the practice of staff performance, appraisal and attestation

Completed appraisal cycle

Participate, support and contribute to the staff professional development and learning programmes	<i>Participation and contribution to staff professional development</i>
Represent the school at public functions as negotiated with the Principal.	
Take part in the corporate life of the School which includes handling concerns of parents/guardians 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 Principal</i>
Undertake duties which are part of the overall running of the school. Undertake any reasonable request of the Principal	<i>Specific responsibilities undertaken</i>
Speak to prospective students and promote the School effectively	<i>Participate in contributing school 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	Performance Indicators
Attend professional conferences and courses to maintain personal awareness and development	<i>Attendance at courses and conferences as required. Report on conferences and courses attended. Recommendations to Principal</i>