



## JOB DESCRIPTION Teacher

Preference will be given to applicants who possess the following qualifications, skills and/or experiences.

### A Qualifications

Bachelor's Degree or Equivalent in relevant subject area.  
Diploma of Teaching or higher.

### B Teaching Experience

Have the ability to teach up to NCEA Level 3.

### C Leadership Expectations

- To uphold Mana-orite mā te Mātauranga Māori o Te Kōtuku in Rutherford College.
- To facilitate and encourage learning which enables students to achieve to high standards.
- To share and support in the corporate responsibility to work to achieve the well-being, education and discipline of all students.
- To work successfully with other people, and specifically to share professional skills and knowledge.

### D Classroom Teaching

- To honour Te Tiriti o Waitangi in your everyday teaching practice.
- Be an effective and competent teacher, measured by participation in the Professional Growth Development programme. Ensure you are meeting the standards for the teaching profession and/or Attestation processes. Ensure teaching objectives are met, momentum and challenge are maintained and best use is made of teaching time.
- Teach classes by negotiation with the Exec member in charge of timetabling and personnel. Prepare daily lessons and long-term teaching programs in accordance with subject, department and/or school guidelines.
- Follow department schemes of work and assessment policies. Set tests and exams, projects, assignments, homework and formative assessment activities as appropriate.
- Teach using a variety of appropriate methods including formal lessons, discussions, practical activities, experiments, projects, investigations, assignments and excursions, taking into account the different learning needs of students.
- Stimulate intellectual curiosity, motivation and engagement through questioning.
- Provide opportunities for students to understand by relating their learning to real and work related examples.
- Use Information and Communication Technology to assist in lesson preparation, teaching and reporting when appropriate.
- Contribute to revising curriculum to reflect student needs and national initiatives.
- Assess how well students have achieved and use this information for improving future teaching.

- Keep accurate assessment records.
- Follow school routines to establish and maintain discipline in the classroom in order to maximise appropriate student learning opportunities.
- Keep accurate attendance records.
- Evaluate and report on the progress of students. Discuss individual performance and problems with the student, the Deans and the parents/ guardians as and when appropriate.
- Participate in faculty and professional meetings and professional development activities where appropriate.
- Keep up-to-date with subject knowledge, course changes and changing methods in the teaching and assessment of appropriate subjects.

**E Personal Qualities**

- Be a strong communicator of ideas and beliefs.
- Show enthusiasm for and commitment to promoting your learning area/ subject across the school.
- Show leadership, respect and support for staff.
- Develop collegial atmosphere within the department, with appropriate tasks delegated to departmental members.
- Have a clear understanding of the wider issues of education in a multi-cultural, co-educational school environment.

**F Other Professional Duties**

- Provide pastoral care to students as a tutor teacher.
- Attend meetings as required by the Principal.
- Take part in three grounds duty per week as organised by the Deputy Principal.
- To perform other duties by negotiation as required.
- To be involved in extra and/or co-curricular activities.


**G Professional Development Growth Cycle**

Participate in the professional growth cycle designed to highlight personal strengths and achievements, identify any professional development needs and focus on the key tasks and responsibilities required by this position. Undertake appropriate professional development to enhance individual evaluation of own teaching.

**H Conditions of Service**

As prescribed by the Secondary Teachers Collective Employment Agreement or Individual Employment Agreement. The applicant will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional ethics of the New Zealand Teacher's Council.

Signed: \_\_\_\_\_  
Employee

  
\_\_\_\_\_  
Principal

Date: \_\_\_\_\_