



## ST CUTHBERT'S COLLEGE JOB DESCRIPTION

Position Title	<b>Teacher – Senior School</b>		
Reports To	Head of Senior School		
School / Support	Senior School		
Position Number	JD 140	Date	2021

## BY LOVE SERVE

The values embodied in the St Cuthbert's College (the "**College**") motto "By Love Serve" guide all our interactions. The College Compass also underpins the delivery of education at the College. It is comprised of these four key principles:

- Striving for excellence
- Developing all dimensions
- Building a connected community
- Pursuing innovation while valuing tradition

## ROLE PURPOSE

- To uphold the College values "By Love Serve".
- To be responsible for providing high quality teaching and learning to the students of the College across all campuses.

## NATURE AND SCOPE OF ROLE

Enhancing the learning outcomes for students at the College by:

- Ensuring that all activities and interactions are consistent with and supportive of College goals;
- Being conversant with all College educational standards, systems, policies and procedures;
- Maintain adequate training, skills and knowledge to carry out required health and safety duties;
- Adhering to safe work practices;
- Supporting and implementing the global citizenship programme at the College;
- Ensuring professional skills and competencies are up to date;
- Demonstrating commitment to excellent customer service and supporting the promotion of the College to prospective caregivers and the wider community;
- Being aware of the customer-oriented nature of the work to be undertaken and being able to communicate effectively with people at all levels of the College;
- Contributing to the school culture where students are encouraged, respected and challenged intellectually;
- Developing and implementing teaching and learning programmes consistent with effective pedagogy;
- Delivering excellent teaching and learning programmes to students;
- Supporting the pastoral care programme at the College;
- Delivering consistently the expected professional standards and behaviours for both external and internal customers;

## CHALLENGES

Area	Challenge
Teaching	<ul style="list-style-type: none"> <li>• Providing quality teaching and learning for a range of students with diverse learning needs.</li> <li>• Ensuring students' behaviour is in line with College values and culture.</li> <li>• Managing parent/ caregiver expectations with empathy and understanding.</li> <li>• Keeping up to date with current pedagogy.</li> <li>• Ensuring quality pastoral care of students.</li> <li>• Performing duties across both campuses and in various locations.</li> </ul>

## KEY RESPONSIBILITIES/ ACCOUNTABILITIES

### GENERAL

Key Tasks	Expected Results
Team Member	<ul style="list-style-type: none"> <li>▪ Conduct oneself in accordance with the College Code of Conduct.</li> <li>▪ Foster collegiality in relationships across the College.</li> <li>▪ Liaise with Deans, Deputy Deans, Head of Subject, Head of Faculty, Head of School and Principal.</li> <li>▪ Undertake any other duties or projects as required.</li> <li>▪ Manage/coordinate negotiated/delegated co-curricular activities.</li> <li>▪ Support College-wide activities and connection across Junior and Senior School and College campuses.</li> <li>▪ Effectively and efficiently use available financial resources and assets to support improved student learning outcomes.</li> <li>▪ Complete required documentation (e.g. student reports, teacher registration, Accounts forms, People &amp; Culture forms, etc.) in a comprehensive and timely manner.</li> </ul>
Reputation	<ul style="list-style-type: none"> <li>▪ Conduct oneself in a professional manner at all times.</li> <li>▪ Ensure students maintain a high standard of school uniform at all times.</li> <li>▪ Ensure that the College presents an attractive, safe, clean and stimulating environment at all times.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>▪ All St Cuthbert's employees are responsible for health &amp; safety and employee participation is essential to keeping the workplace health and safe.</li> <li>▪ All St Cuthbert's employees must understand their health and safety responsibilities relevant to their positions and current legislations.</li> <li>▪ All St Cuthbert's employees must comply with all health and safety policies and procedures and ensure their actions or inactions do not cause harm to themselves or others.</li> </ul>
Global Citizenship	<ul style="list-style-type: none"> <li>▪ Support and assist with implementing Global Citizenship initiatives.</li> <li>▪ Be conversant in the Global Citizenship Education.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Develop Global Citizenship Education knowledge.</li> </ul>
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## TEACHING

Professional Learning	<ul style="list-style-type: none"> <li>▪ Be proactive in keeping professional skills, competencies, and knowledge up to date.</li> <li>▪ Attend high quality external professional development course at least once every three years to ensure currency in relevant role.</li> <li>▪ Undertake performance appraisal in line with College requirements. Reflect on own performance appraisal and demonstrate a commitment to ongoing learning in order to improve performance.</li> <li>▪ Be trained and conversant in effective pedagogy.</li> </ul>
Engagement with caregivers	<ul style="list-style-type: none"> <li>▪ Build positive, responsive and engaged relationships with current and prospective parents/ caregivers.</li> <li>▪ Act appropriately on parent/ caregiver feedback and respond to communications within one working day.</li> <li>▪ Report student progress to parents/ caregivers in a clear, meaningful and timely manner.</li> </ul>
Relationships	<ul style="list-style-type: none"> <li>▪ Participate in Faculty and College meetings, projects, events and processes as required.</li> <li>▪ Communicate effectively with staff, students, and parents/ caregivers.</li> <li>▪ Manage conflict effectively and actively work to achieve positive solutions.</li> <li>▪ Contribute to and ensure Senior School events are positive and engaging, are best practice and support wider Senior School and College goals.</li> <li>▪ Communicate with and assist the Communications Team in preparing internal and external communications relating to Senior School.</li> </ul>
Learning-focused culture	<ul style="list-style-type: none"> <li>▪ Promote the wellbeing of students.</li> <li>▪ Promote and implement inclusive practices to support the needs and abilities of all students.</li> <li>▪ Provide regular, clear and relevant feedback to students.</li> <li>▪ Provide students with safe EOTC experiences for them to be challenged and grow, including by completing training for safe activities and process.</li> <li>▪ Identify students with special learning needs and provide for them appropriately.</li> </ul>
Design for Learning	<ul style="list-style-type: none"> <li>▪ Ensure up to date pedagogy underpins classroom practice. Modify teaching practices, as appropriate, in light of new knowledge and theory, and current teaching and assessment practices.</li> <li>▪ Comply with relevant statutes, regulations, monitoring and reporting requirements.</li> <li>▪ Ensure curriculum meets individual student needs and is in line with changing educational requirements</li> </ul>
Teaching	<ul style="list-style-type: none"> <li>▪ Provide high quality and effective teaching using a range of techniques, including the use of appropriate technologies and resources, in line with effective pedagogy that enhances student learning.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Ensure curriculum is well-delivered and subject content imparted effectively by planning and using appropriate teaching programmes, strategies, technology, learning activities and assessments.</li> <li>▪ Demonstrate flexibility in a range of effective teaching techniques, including the use of appropriate technologies and resources to enhance learning.</li> <li>▪ Evaluate and reflect on teaching techniques and programmes with a view to improvement.</li> <li>▪ Liaise with Careers to prepare students for tertiary education and other career pathways.</li> <li>▪ Demonstrate a development of ideas through dependence on concepts.</li> </ul>
Tutor Teacher	<ul style="list-style-type: none"> <li>▪ Carry out tutor teacher duties as timetabled/ required.</li> <li>▪ Support the Deans and Deputy Deans in pastoral care.</li> </ul>
Student Safety	<ul style="list-style-type: none"> <li>▪ Putting student safety at the centre of all activities and interactions</li> <li>▪ Being particularly conscious of personal boundaries with students, ensuring that own conduct is appropriate, safe and transparent at all times.</li> <li>▪ Report all concerns regarding student welfare using the appropriate processes</li> </ul>
Professional responsibility	<ul style="list-style-type: none"> <li>▪ Adhere to the Teaching Council Code of Professional Responsibility and Standards for the Teaching Profession.</li> <li>▪ Maintain current teacher registration.</li> <li>▪ Carry out delegated duties reliably and responsibly.</li> </ul>

## STAKEHOLDERS

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| <ul style="list-style-type: none"> <li>▪ Students</li> <li>▪ Parents/ caregivers</li> <li>▪ Principal, Head of Senior School, Head of Faculty, Head of Subject</li> </ul> | <ul style="list-style-type: none"> <li>▪ Academic staff, including Senior School teachers and leaders</li> <li>▪ Support staff</li> <li>▪ Senior Leadership Team</li> <li>▪ Wider College community</li> </ul> |
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## KEY COMPETENCIES

Experience	Minimum Requirement/ Expectation
Professional qualifications/ experience	<ul style="list-style-type: none"> <li>▪ New Zealand registered teacher with current practicing certificate.</li> <li>▪ Tertiary education in a related discipline.</li> <li>▪ Educational experience; cultural sensitivity.</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>▪ Excellent communication skills (verbal and written) with a wide variety of audiences.</li> <li>▪ Strong writing, researching and proofreading skills.</li> <li>▪ Strong ILT skills, especially for communication and enhancing learning.</li> <li>▪ Excellent planning, organisational, prioritisation and forward planning skills.</li> <li>▪ Work well under pressure, able to multi-task, meet deadlines, solve problems and take initiative.</li> <li>▪ Strong interpersonal skills and capable of building effective relationships with team members, internal teams and customers to gain their trust and respect.</li> </ul>

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|  | <ul style="list-style-type: none"><li>▪ Demonstrates a commitment to delivering on key objectives.</li><li>▪ Results-oriented and self-motivated.</li></ul> |
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*The above duties and responsibilities within this role are not meant to be limiting – rather to give an outline of essential duties of the position that may change from time to time, which will require flexibility.*