

# St Cuthbert’s College job description

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| Position Title | **Teacher – Senior School** |
| 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

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| **Area** | **Challenge** |
| Teaching | * Providing quality teaching and learning for a range of students with diverse learning needs.
* Ensuring students’ behaviour is in line with College values and culture.
* Managing parent/ caregiver expectations with empathy and understanding.
* Keeping up to date with current pedagogy.
* Ensuring quality pastoral care of students.
* Performing duties across both campuses and in various locations.
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# Key Responsibilities/ Accountabilities

## General

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| **Key Tasks** | **Expected Results** |
| Team Member | * Conduct oneself in accordance with the College Code of Conduct.
* Foster collegiality in relationships across the College.
* Liaise with Deans, Deputy Deans, Head of Subject, Head of Faculty, Head of School and Principal.
* Undertake any other duties or projects as required.
* Manage/coordinate negotiated/delegated co-curricular activities.
* Support College-wide activities and connection across Junior and Senior School and College campuses.
* Effectively and efficiently use available financial resources and assets to support improved student learning outcomes.
* Complete required documentation (e.g. student reports, teacher registration, Accounts forms, People & Culture forms, etc.) in a comprehensive and timely manner.
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| Reputation | * Conduct oneself in a professional manner at all times.
* Ensure students maintain a high standard of school uniform at all times.
* Ensure that the College presents an attractive, safe, clean and stimulating environment at all times.
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| Health and Safety  | * All St Cuthbert’s employees are responsible for health & safety and employee participation is essential to keeping the workplace health and safe.
* All St Cuthbert’s employees must understand their health and safety responsibilities relevant to their positions and current legislations.
* 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.
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| Global Citizenship | * Support and assist with implementing Global Citizenship initiatives.
* Be conversant in the Global Citizenship Education.
* Develop Global Citizenship Education knowledge.
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## Teaching

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| Professional Learning | * Be proactive in keeping professional skills, competencies, and knowledge up to date.
* Attend high quality external professional development course at least once every three years to ensure currency in relevant role.
* 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.
* Be trained and conversant in effective pedagogy.
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| Engagement with caregivers | * Build positive, responsive and engaged relationships with current and prospective parents/ caregivers.
* Act appropriately on parent/ caregiver feedback and respond to communications within one working day.
* Report student progress to parents/ caregivers in a clear, meaningful and timely manner.
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| Relationships | * Participate in Faculty and College meetings, projects, events and processes as required.
* Communicate effectively with staff, students, and parents/ caregivers.
* Manage conflict effectively and actively work to achieve positive solutions.
* Contribute to and ensure Senior School events are positive and engaging, are best practice and support wider Senior School and College goals.
* Communicate with and assist the Communications Team in preparing internal and external communications relating to Senior School.
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| Learning-focused culture | * Promote the wellbeing of students.
* Promote and implement inclusive practices to support the needs and abilities of all students.
* Provide regular, clear and relevant feedback to students.
* Provide students with safe EOTC experiences for them to be challenged and grow, including by completing training for safe activities and process.
* Identify students with special learning needs and provide for them appropriately.
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| Design for Learning | * 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.
* Comply with relevant statutes, regulations, monitoring and reporting requirements.
* Ensure curriculum meets individual student needs and is in line with changing educational requirements
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| Teaching | * 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.
* Ensure curriculum is well-delivered and subject content imparted effectively by planning and using appropriate teaching programmes, strategies, technology, learning activities and assessments.
* Demonstrate flexibility in a range of effective teaching techniques, including the use of appropriate technologies and resources to enhance learning.
* Evaluate and reflect on teaching techniques and programmes with a view to improvement.
* Liaise with Careers to prepare students for tertiary education and other career pathways.
* Demonstrate a development of ideas through dependence on concepts.
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| Tutor Teacher | * Carry out tutor teacher duties as timetabled/ required.
* Support the Deans and Deputy Deans in pastoral care.
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| Student Safety | * Putting student safety at the centre of all activities and interactions
* Being particularly conscious of personal boundaries with students, ensuring that own conduct is appropriate, safe and transparent at all times.
* Report all concerns regarding student welfare using the appropriate processes
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| Professional responsibility | * Adhere to the Teaching Council Code of Professional Responsibility and Standards for the Teaching Profession.
* Maintain current teacher registration.
* Carry out delegated duties reliably and responsibly.
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## Stakeholders

* Students
* Parents/ caregivers
* Principal, Head of Senior School, Head of Faculty, Head of Subject
* Academic staff, including Senior School teachers and leaders
* Support staff
* Senior Leadership Team
* Wider College community

# Key Competencies

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| **Experience** | **Minimum Requirement/ Expectation** |
| Professional qualifications/ experience | * New Zealand registered teacher with current practicing certificate.
* Tertiary education in a related discipline.
* Educational experience; cultural sensitivity.
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| Personal attributes | * Excellent communication skills (verbal and written) with a wide variety of audiences.
* Strong writing, researching and proofreading skills.
* Strong ILT skills, especially for communication and enhancing learning.
* Excellent planning, organisational, prioritisation and forward planning skills.
* Work well under pressure, able to multi-task, meet deadlines, solve problems and take initiative.
* Strong interpersonal skills and capable of building effective relationships with team members, internal teams and customers to gain their trust and respect.
* Demonstrates a commitment to delivering on key objectives.
* Results-oriented and self-motivated.
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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.*