



Position Description

Classroom Teacher

Position:	Classroom Teacher
Reports To:	Leader of Learning
Responsible To:	Principal, Senior Leadership Team

Background

This Position Description sets out leadership duties and responsibilities and forms the reference point for appraisal.

A commitment to Aquinas College:

Vision: Educating Catholic Servant Leaders through Faith and Action.

Mission Statement: At Aquinas College, we dedicate ourselves to the education of students grounded in the Catholic traditions of hope, faith, and love, while honouring our commitment to Te Tiriti o Waitangi. Our philosophy is to nurture a deep sense of belonging within a faith community that honours and uplifts each individual's identity. We inspire students to believe with reason, empowering them to realise their true potential and pursue personal excellence. We accompany young people to become Disciples of Christ, dedicating ourselves to developing servant leaders who positively influence the lives of others.

Touchstones:

- Family
- Scholarship
- Truth
- Service
- Prayer
- Joy

Aquinas College policies, procedures, and handbooks, including a commitment to:

- Safeguard, promote, nurture, and integrate the Catholic Special Character and Touchstones of the College.
- Support the continued development of a learning environment in which there is an expectation that all ākongā/learners will experience holistic success.
- Support the continued development of a learning environment that supports, values, and promotes student and staff well-being.
- Support with the further strengthening of communication and relationships and professional conduct to enhance student learning, staff collegiality, and community relationships.
- Partnership to Te Tiriti o Waitangi.
- Professional development, training, and adoption of new technology.
- School Health and Safety practices.
- Participating in appraisal processes.
- Undertaking all responsibilities with integrity and confidentiality in and outside of the role.

Role Description

A teacher employed in this school is expected to carry out the general professional duties of a school teacher under the reasonable direction of the Principal, guided by the Teaching Council's "Our Code, Our Standards" and according to the policies of the Board of Trustees, and the requirements of the School Charter, Strategic and Annual Plans.

At Aquinas College, a Classroom Teacher works as part of a curriculum team to provide effective teaching and learning programmes focused on improving student engagement and achievement in one or more Learning Areas.

Teachers work as part of a whānau team to contribute to the pastoral care and mentoring of learners and participate in the mentoring programme as a Mentor Teacher. Teachers actively promote and reinforce the Aquinas College Values, College rules and expectations, and follow the Student Behaviour Management System.

Classroom Teachers collaborate with other staff at Aquinas College to effectively carry out their responsibilities and take direction from the relevant Leader(s) of Learning, Assistant(s) or Teacher(s)-in-charge of Subject and Deans. They will draw on the depth of expertise within the Learning Area(s) and contribute their own unique skills and attributes to the curriculum and pastoral team(s) of which they are a member. All teachers contribute to the positive reputation of the College through their professional relationships with students, parents and the wider community.

Contribution to the co-curricular life of the College is an expectation that promotes positive relationships with students and to help that broader vision of education to be fulfilled.

Key Objectives

Catholic Character: To safeguard, promote, nurture and integrate the Catholic Special Character and Touchstones of the College.

Innovative and Responsive Learning Programmes: Provide high quality teaching practices and delivery of a responsive curriculum that promotes equity and excellence, engagement, student well-being and creativity in learning for all students. Provide support to the leadership in the learning area.

Motivation and Promotion of Well-being of Learners, Staff and Partnerships: Foster and nurture relationships to enhance student learning, staff collegiality whānau and community relationships. Recognise the unique potential in every learner and strive to create an affirming, supportive learning environment that recognises each student's knowledge and experiences.

Wider School Responsibilities: All teachers carry out wider school responsibilities and contribute to the positive reputation of the College through their professional relationships with students, parents and the wider community.

Key Responsibilities

Catholic Character

To safeguard, promote, nurture and integrate the Catholic Special Character and Touchstones of the College.

- Support the College's Special Character in all aspects, particularly with respect to upholding the values of Jesus Christ and St Thomas Aquinas on which it is based.
- Through living our Catholic Values, be a positive role model to others within our community.
- Ensure curriculum is taught through a Catholic lens
- Create an environment of scholarship, generosity and collaboration.

Innovative and Responsive Learning Programmes

Provide high quality teaching practices and delivery of a responsive curriculum, through a Catholic lens that promotes equity and excellence, engagement, student well-being and creativity in learning for all students. Provide support to the leadership in the learning area.

- Plan and prepare innovative, responsive and appropriately differentiated lessons based on Teaching Schemes/ Units of Work that reflect The Aquinas College Vision for Learning, the New Zealand Curriculum and College policies.¹
- Be relentless in providing a learning environment that fosters equity and excellence.
- Prepare and carry out assessments according to Aquinas College and Learning Area procedures and policies.²
- Analyse and appropriately use assessment information, which has been gathered formally and informally, to improve learner outcomes.
- Demonstrate sound knowledge of current issues and initiatives in education, including Māori education.
- Plan and prepare for lessons based on the mentoring programme.
- Maintain an accurate record of student attendance, in a timely manner.
- Establish and maintain a safe and positive environment conducive to learning, by setting high behavioural expectations, encouraging students to take responsibility for their own behaviour and consistently applying appropriate consequences.
- Ensure that all learning activities are conducted in a safe manner, according to Aquinas College and relevant Learning Area Safety Procedures.³
- Take all reasonable care with all resources - rooms, equipment, print material, resource sets, etc. and promote respect of same by all students.
- Demonstrate commitment to ongoing personal and team professional learning and improvement of professional practice.
- Evaluate and reflect on teaching strategies, techniques and programmes of work with a view to improvement.
- Actively participate in the school's ongoing professional development programme.

Motivation and Promotion of Well-being of Learners, Staff and Partnerships

Foster and nurture relationships to enhance student learning, staff collegiality whānau and community relationships. Recognise the unique potential in every learner and strive to create an affirming, supportive learning environment that recognises each student's knowledge and experiences.

- Promote and develop a collaborative, inclusive, engaging and supportive learning environment that fosters our students' language, culture and identity.
- Develop and strengthen relationships with students based on mutual respect and understanding of each other's backgrounds.
- Nurture and foster educationally powerful connections.
- Actively seek student voice and feedback regarding learning programmes and teaching techniques.
- Set high expectations and promote self-reflection for improving the achievement of all students.
- Maintain effective working relationships with colleagues that promote effective teaching and learning programmes.
- Support and assist colleagues to improve teaching and learning at Aquinas College.

¹ Refer to relevant Learning Area Manual(s).

² Refer to Aquinas College and relevant Learning Area assessment procedures

³ Refer to Aquinas College Procedural Document and Learning Area Manual(s) for relevant subjects, e.g. Science, Technology and PE.

- Communicate with clear spoken and written language to learners, colleagues, parents and the wider community.
- Report to parents on development, progress and achievement of learners with reference to Aquinas College reporting guidelines.
- Continue to develop understanding and skills in the appropriate usage and accurate pronunciation of Te Reo Māori
- Seek an increased understanding of Te Reo me ona Tikanga when opportunities arise.

Wider School Responsibilities:

All teachers carry out wider school responsibilities and contribute to the positive reputation of the College through their professional relationships with students, parents and the wider community.

- Participate and contribute to the effective pastoral care and mentoring of students in a tutor group.
- Contribute to the development and maintenance of our school culture by involvement in College Houses and associated activities.
- Become familiar with and follow policies and procedures at Aquinas College (Aquinas College Policies, Procedural Document and Learning Area Manual(s)).
- Participate and contribute to the co-curricular programme at Aquinas College (i.e. cultural, arts, service or sports activities).
- Carry out supervision or other duties that help maintain a safe and orderly environment.
- Represent Aquinas College in the best possible light through respectful and professional actions and presentation.

Classroom Teachers can expect to be asked to carry out other duties as reasonably expected by the Principal and Senior Leadership Team.

Classroom Teacher

Dated

Principal on behalf of the Board

Dated

SPECIAL CONDITIONS:

Education is an ever-changing environment, and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This job description will be reviewed annually during the appraisal process and will be varied in the light of the needs of the College to promote improved student outcomes.

NOTE: The incumbent's signature indicates that relevant College policy and procedure have been read and accepted.