



**HILLCREST
HIGH SCHOOL**
Te Kura Tuarua o Tihipuke

Job Description

Position Title	Teacher of English
Responsible to	Head of faculty
Functional Relationships with	Staff and Students

Tasks and Duties

TIMETABLED TEACHING DUTIES	• Planning, delivering and reviewing lessons and programs of learning • Marking and giving feedback on student work • Managing classrooms of students and monitoring student welfare in this space
STUDENT MANAGEMENT:	• Follow School behaviour systems. • Deal with students in a fair and consistent manner.
TEACHER RESPONSIBILITIES:	• Ensure teaching programmes, assessment practices and reporting follow School and Departmental guidelines. • Teaching spaces, resource areas and offices should be tidy, well maintained and functional. Issues with damage, equipment, furniture and fittings, cleanliness or health and safety should be documented on the Hazards and Maintenance icon on your school laptop.

	● Contribute to the overall management, organisation and functioning of the Department.
PERSONAL:	● Contribute to the general well-being of personnel within the Department. ● Maintain effective communication with staff. ● Identify Professional Learning needs and discuss with HOD/HOF.
CORPORATE LIFE OF THE SCHOOL:	● Participate in the School's Performance Management system. (<i>Appraisal</i>) ● Maintain a high level of professional learning including current pedagogy and curriculum practice. ● Support and implement the goals and objectives of the Charter and Annual Plan. ● Support the Principal and Board of Trustees in maintaining school policies and procedures. ● Support the School's co and extra-curricular programme. ● Willingly undertakes relevant tasks while maintaining a high degree of professionalism. ● Attend meetings, assemblies and duty as required.
Specific Responsibilities:	● Tasks delegated/negotiated with HOD. ● Maintain a current Practising Teacher Registration Certificate