



Position	PE and Health Teacher	Position Code	
Reporting to	Head of Department Physical Education	Position Code	
Department	Physical Education	Department Code	

Section One - Position Summary

The purpose of this role is to provide teaching instruction attending to the students' educational needs and delivering appropriate learning programmes within the guidelines of the New Zealand National Curriculum and the philosophy and policies of Saint Kentigern.

Section Two – Position Dimensions

Delegations & decision making	As per delegated authorities and College handbook
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Section Three – Functional Relationships

Internal All staff Students	External Parents Caregivers
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Section Four – Major Activities

TEACHING

Key Tasks	Outcomes/Objectives
1. Administration and Management of Outdoor Education	<ul style="list-style-type: none"> Assessment of the qualifications and safety management of any special contractor Review of all RAMS forms associated with curriculum trips and activities Regular consultation with the school Health and Safety Manager and EO coordinator. Conduct safety briefings for staff involved in trips and activities The allocation of outdoor equipment and the organisation and allocation of supplies Planning and co-ordinating meetings, briefings and activities Budgeting Logistical support
2. Students are motivated and extended through the provision of a positive and well managed learning environment.	<ul style="list-style-type: none"> Student improvement and effort is acknowledged. A classroom code of conduct in accordance with school policy is implemented to ensure that standards of acceptable behaviour are clearly stated and consistently and fairly applied. The learning environment is positive and stimulating. Rapport with students is established. The learning environment is safe for all students.
3. Teaching team activities are contributed to and participated in.	<ul style="list-style-type: none"> Involvement in curriculum development. Annually negotiated delegated tasks are carried out. Professional responsibilities are carried out. Participation in departmental and other meetings as required.

	<ul style="list-style-type: none"> • Regular consultation with the HOD • Information and ideas are shared. • Works co-operatively and supportively with other staff
4. Student achievement is regularly assessed and reported on.	<ul style="list-style-type: none"> • Assessment requirements are effectively and punctually implemented. • Accurate and up-to-date assessments are recorded in the mark book and filed within the department. • Reports are written in accordance with policy set out in the staff handbook • Effective communication with parents, including presence at parent report interview evenings.
5. Professional development and annual appraisal programmes will be participated in	<ul style="list-style-type: none"> • Goals are established annually and reviewed. • Professional development courses appropriate to the goals are attended and relevant information is shared with colleagues. • Active participation in subject development programmes. • Keeps knowledgeable and up-to-date with developments in subject area and teaching methods, and requirements of the N Z Curriculum.
6. Administration and pastoral care duties are carried out.	<ul style="list-style-type: none"> • Student attendance procedures are consistently implemented. Rolls are marked. • Information is effectively disseminated to the tutor group as required. • Administrative deadlines are met. • School regulations and policies are communicated and implemented. • The pastoral care system is followed, in consultation with the Head of House • The tutor comment is written at report times. • Appropriate action is taken with students who do not comply with attendance, dress and other school standards.
7. Contribution to the wider life of the school is made.	<ul style="list-style-type: none"> • College mission statement and value statement, and its general philosophy are understood, supported and promoted. • Chapel life is fostered and participated in. • Support of and contribution to the special character of the College. • School policy requirements are met. • Positive relationships with parents and students are built. • Establishes good working relationships with other staff members. • Is a punctual, well-dressed, positive role model. • Contributes to the policy committees of the College as required. • Assigned routine duties are undertaken effectively. • Co-curricular and extra-curricular involvements are negotiated and contributed to. •

HOUSE TUTOR

Key Tasks	Outcomes/Objectives
Leadership:	<ul style="list-style-type: none"> • Assist tutor group members in goal setting, academic performance, social relationships, behavioural problems. • Follow up with parents and Head of House on any issues. • Attend mid-week House Chapels. • Attend House Chapel once a term on Sunday night. • Attend appropriate School Assembly once a fortnight. • Attend Tutor training once a fortnight (in the appropriate College Assembly slot). • Attend College assemblies. • Fulfil requirements for all ETT activities. • Attend appropriate House based camps and activities.

Pastoral Care:	<ul style="list-style-type: none"> • Inform subject teachers of any concerns impacting on students school work • Establish and maintain effective communication with parent/guardian. • Every tutee's family contacted each term. • Actively support the Christian dimension of the College. • Engender student attitudes consistent with the aims of the Pastoral Care programme of the College: <ul style="list-style-type: none"> • a genuine caring for themselves, each other, staff and for the school environment. • a sense of belonging and loyalty to the House and College. • an openness and supportiveness to one another, particularly within the Group. • Maintain systems to ensure that care is being received and monitored, and that appropriate action is being taken. • Consult with the Head of House and Counsellor as required. • Support, guidance and discipline for Tutees as needed. • Work with tutees to ensure their involvement in the co-curricular programme of the College.
Administrative Tasks:	<ul style="list-style-type: none"> • Mark Tutor Group roll online and inform Student Office of absentees. • Process and comment on all Tutor Groups reports. • Attend appropriate parent interview evenings for teaching classes. • Assist students with and carefully check course selection. • Carry out, as directed by the Principals (MC/SC) any House matters that arise from time to time.
Discipline:	<ul style="list-style-type: none"> • Monitor and ensure uniform and appearance of students in Tutor Groups to a high standard. • Ensure tutees adhere to agreed discipline guidelines for student behaviour. • Maintain the highest expectations for student behaviour.

GENERAL

Health and Safety	<ul style="list-style-type: none"> • To take reasonable care of your own health and safety • Be proactive and report any Health and Safety concerns you may have • To take reasonable care that your actions or inactions do not adversely affect the health and safety of other people • Cooperate with all Health and Safety policies and procedures in your department and the organisation to ensure a safe and healthy work environment • Comply with instructions given by the Trust Board / School so that they comply with the Health and Safety at Work Act and any associated legislation/guidelines/regulations
<p>The content of this document is intended to describe the general nature and level of work being performed by incumbents in the assigned job. They do not constitute an exhaustive list of all responsibilities and duties, or skills required of the job position.</p>	

Section Five - Physical requirements

This is a medium work job classification based on the amount of physical effort required, and are taken from the ACC treatment profiles document (2021). [It should be noted that every Job has psychological requirements as well as physical]		
Activity type	Required (Y / N)	Daily frequency (O) (F) (C) (NA)
Eg sitting, standing, walking, lifting	Y	F
Keyboard use, fine motor skills	Y	F
Co-curricular / physical activities	Y	F
All outdoor education activities	Y	F

Section Six – Person Specification

Qualifications Diploma of Teaching Relevant Tertiary Qualification First Aid certification
Experience Outdoor Education experience
Personal Attributes Be physically fit at a level appropriate for activities in the outdoors, which may include but not be limited to heights, water, bush, caves, Be resilient

Declaration:

I, [candidate_name], declare that I have read and adequately understand the job description. All representations, whether oral or written, made by me when applying for this position are true and correct and I have not deliberately failed to disclose any matter which may have materially influenced the School's decision to employ me.

[candidate_name]

[acceptance_date]

[acceptance_status]