



JOB DESCRIPTION

POSITION:	Subject Teacher
REPORTING TO:	Head of Department
FUNCTIONAL RELATIONSHIPS WITH:	Colleagues Department members Support Staff Parents

Pre-eminence in boys' Secondary School education, is at the heart of Auckland Grammar's vision. To support the achievement of this vision, it is fundamental that all people employed at Auckland Grammar uphold and promote the integral Values of Auckland Grammar; Integrity, Excellence, Respect, Courage, Pride, Commitment and Humility.

Alongside these values, every member of staff has a key role to play in achieving excellence. This document outlines the key objectives, tasks, and competencies which are relevant to your role at Auckland Grammar.

Summary of Position:

A teacher at Auckland Grammar School is a qualified professional with a current New Zealand Teachers' Council Practising Certificate and is an expert in their subject area. Auckland Grammar School teachers are expected to embrace and endorse 'The Grammar Way' through understanding and applying the School's values and mission when teaching and relating to our young men.

Key Objectives

1. Responsibilities:

- Motivate each student to achieve his potential in the subject.
- Take responsibility for the learning environment in the classroom. This includes the physical environment and the working and learning conditions. The aim should be to create an orderly, effective and challenging environment.
- Complete work, set out in schemes, at the appropriate level for each class.
- Inculcate appropriate disciplines for effective study.
- Complete tasks as delegated by the HOD. This includes the preparation of resource material, the writing and marking of tests and examinations.
- Develop their own resource material and contribute to the department's resources.
- Mark work regularly and promptly, keeping a record of work marked.
- Inculcate a disciplined approach to homework assignments. This requires regular setting and checking of homework.



- Report to parents, guardians and other relevant community members on the progress and development of students in the teacher's care, and to participate in meetings arranged for this purpose.
- Attempt to make the learning experience enjoyable and stimulating, to inspire interest in learning, and to teach good study skills.
- Keep up to date with teaching and educational developments, attend teacher development programmes and participate in performance appraisals.
- Carry out all administrative tasks accurately and in a timely fashion.

2. School Life:

- Staff must insist on students meeting or exceeding School standards, rules and 'The Grammar Way'.
- Participate in the wider educational, collegial and cultural life of the School, and participate in the extracurricular activities of the School.
- Set the highest professional and personal standards of conduct and dress. – see staff dress code in the Staff Handbook.
- Be familiar with School administration expectations as outlined in the Staff Handbook.
- Staff must be aware of and apply all rules/guidelines as outlined in the Staff Handbook.

3. A Grammar teacher is:

- Committed to work within the School's philosophy – 'The Grammar Way', our values, mission and vision.
- Involved in professional growth within subject and the Secondary education sectors.
- Well prepared - lesson preparation and marking is a primary focus, providing prompt and specific feedback to entrance learning.
- Professional and accepts responsibility to perform one's duties in the best interests of the School and our students.

4. Health & Safety

- To be aware of any potential hazards or risks to safety and work to ensure the safety of yourself and others at all times.
- Ensure the workplace is maintained in a manner that is healthy and safe to work in, and for students/parents/visitors you are working with.
- Maintain awareness and understanding of the School's Health and Safety Policy and comply with the policy.
- To ensure that all activities of staff and students are conducted safely and according to the School's Health and Safety policies

5. General:

To take responsibility for other duties as delegated by the Headmaster from time to time.

Personal Requirements:



- **Professional Standards:** An Auckland Grammar School teacher is expected to meet or exceed the Professional Standards for Secondary Teachers at the appropriate level – beginning classroom teacher, classroom teacher or experience classroom teacher.

Core Competencies

Commitment	Demonstrating acceptable commitment to the School. Active commitment and promotion of the values of Auckland Grammar School: Integrity, Excellence, Respect, Courage, Pride, Commitment, Humility.
Communication	The ability to listen to and understand others and to transfer thoughts, ideas and concepts effectively orally and in writing.
Decisiveness	The ability to make decisions based upon the judgement of the best option of the situation. The ability to weigh up situations and take or recommend a course of action, but to know when it is appropriate to liaise with a senior.
Flexibility	The ability to change and adapt to different environments and people. Is not afraid of change.
Innovation	The ability to push horizons, where improvements can be made, to find more effective mechanisms and tools.
Interpersonal relationships	The ability to build and maintain sound, professional and effective relationships with a range of colleagues and clients.
Organisation	The ability to plan, schedule and control the workload of self and others; skill in using resources in an optimal fashion and achieving targets on time.
Problem solving	The ability to consider problems in a reasoned and analytical manner, often selecting a solution from two or more viable options.
Self confidence	The ability to act with assurance in any situation and the ability to initiate contact with other people in business and social situations.
Self-motivation	The ability to work without direct guidance at times. Showing that work is important to personal satisfaction.
Teamwork and cooperation	The ability to willingly help others, as necessary, to achieve objectives and to work as part of a team.
Tolerance management	The ability to tolerate opposing views and maintain a stable performance under pressure and stressful situations.

Signed by: ----- Date: -----

Deputy Headmaster - HR

Signed by: ----- Date: -----



Teacher