

TARARUA COLLEGE

JOB DESCRIPTION 2026

TEACHER



Responsible To: Head of Department

Directly Supervising: Head of Department

Effective Teacher Person Specification

The following is a list of preferred attributes that teachers should demonstrate.

- Demonstrate a commitment supporting children, adolescents, and young people.
- Recognise the potential of students, be optimistic and never give up on students.
- Demonstrate self-reflection, forward thinking and showing initiative.
- Promote creativity, innovation, problem solving, critical thinking.
- Be passionate and competent in the teaching subject area/s.
- Apply appropriate methods of teaching to cater for students' needs.
- Develop an interesting, engaging and stimulating learning environment.
- Develop positive and respectful relationships with students.
- Demonstrate a willingness to work collaboratively with students and staff.
- Demonstrate adaptability and preparedness to accept a challenge.
- Demonstrate a commitment professional development.
- Support co-curricular activities in the College.
- Uphold and demonstrate high professional standards that represent the values of our school community.

Job Description

Teachers employed in this school shall carry out their general professional duties under the reasonable direction of the Principal, Board of Trustees, the requirements of the School Charter and resultant policies, and in accordance with appropriate Employment Agreements.

DUTIES include, but not exclusively, the following:

Professional Knowledge

- Demonstrate an up-to-date knowledge of curriculum assessment and learning.
- Demonstrate competency in appropriate curriculum area.
- Demonstrate a sound knowledge of current initiatives in education, including Maori education.
- Use an appropriate range of assessment techniques.
- Write assessment tasks that reflect departmental objectives.
- Use assessment data to monitor individual students, groups, or whole cohorts to inform planning and improve student learning.
- Record assessment outcomes (according to school/department policy)

- Have a sound knowledge of and consistently follow the assessment policies and procedures of the school.
- Undertake professional reading and discuss issues with colleagues.
- Regularly attend and contribute to department, staff, and committee meetings

Professional Development

- Participate constructively in performance management.
- Identify your own professional development needs.
- Attend teacher development programmes and other professional development activities.
- Contribute to the professional development needs and activities of the department.
- Develop a greater understanding of the Tiriti o Waitangi and its principles.

Professional Responsibilities

- Undertake active supervision duties outside the classroom.
- Participate in meetings which relate to curriculum, administration or pastoral matters as called for by appropriate personnel.
- Carry out Mission, Vision and Values established by Board of Trustees.
- Uphold the New Zealand Teachers' Council Code of Ethics
- Responsible for reporting any symptoms of child abuse and neglect, abnormal behaviours, injuries, illnesses to Guidance Councillor.

Teaching Techniques

- Implement a curriculum consistent with the departmental scheme.
- Recognise different levels of student ability and deliver the curriculum as appropriate.
- Contribute to the development of resources and use a wide range of suitable resources.
- Use a teaching style and resources to account for individual student needs.
- Plan and use appropriate teaching programmes, strategies, learning activities and assessments for all assigned classes.
- Make use of appropriate technologies and resources.
- Demonstrate reflection and evaluation upon own teaching approaches and techniques and seek advice to improve or develop.
- Engage and challenge students.
- Provide a variety of relevant activities to suit different learning styles and levels.

Student Management

- Implement and demonstrate use of school-wide behaviour management processes (PB4L-SW)
- Follow the Restorative Behaviour Management Processes
- Build effective, positive relationships with students.
- Respond to individual student needs.
- Maintain an accurate and timely record of every student's attendance.
- Establish clear and effective classroom routines.
- Reflect upon student concerns and be approachable.
- Create an environment that respect the rights of students to have their own beliefs and values.

- Encourage students to value and appreciate each other.
- Develop and maintain a positive physical, cultural, and emotionally safe environment for students.
- Seek appropriate advice and guidance as required.
- Support school mentoring programme by carrying out expected mentor responsibilities.

Student Motivation

- Apply a variety of positive strategies to keep students on task.
- Frequently provide a variety of relevant activities to suit different learning styles and levels.
- Encourage students to take responsibility for their own learning.
- Encourage students to involve family and whanau in their learning.
- Articulate high expectations for all students

Te Reo me ona Tikanga

- Continually develop understanding and skills in the pronunciation and use of Māori names and words correctly.
- Develop Māori language knowledge.
- Participate in Māori cultural events.
- Develop an understanding of local marae protocols, tikanga and kawa.
- Commit and demonstrate Tātaiako Cultural Competencies.

Effective Communication (Student, Colleagues and Families/Whanau)

- Spoken and written language is to be clear, correct, and appropriate.
- Demonstrate effective listening skills.
- Communication and feedback are to be open, positive, constructive, accurate and timely.
- Maintain confidentiality and trust unless safety is compromised.
- Share appropriate information with colleagues, following the correct protocols.
- Keep accurate and transparent records on the progress, attainment and development of students and follow departmental and school policies about record keeping.

Support for and Co-operation with Colleagues

- Engage and maintain in effective and positive relationships with colleagues and staff.
- Meet scheduled requests for information in a timely fashion.
- Contribute to the department by assisting with resource development and maintenance.
- Share in test and assessment preparation as appropriate.
- Attend scheduled meetings in a timely matter.

Contribution to Wider School Activities

- Participate in activities that benefit colleagues or the school.
- Actively support co-curricular activities

Professional Responsibilities

- Share in playground/duties outside the classroom and undertake supervision duties.
- Participate and meetings which relate to curriculum, administration or pastoral matters as called for by appropriate personnel.
- Carry out Mission, Vision and Values established by Board of Trustees.
- Uphold the New Zealand Teachers' Council Code of Ethics
- Responsible for reporting any symptoms of child abuse and neglect, abnormal behaviours, injuries, illnesses to Guidance Councillor.