



Porirua College

Job Description

Position: **Teacher**

Responsible to: **The Principal and Head of Faculty**

Relationships with: **SLT, Staff, Students and the Community**

Primary purpose:

- To develop, deliver and evaluate programmes of learning based on the New Zealand Curriculum
 - To assist with the development, delivery and moderation of assessments as required
 - To assist with the implementation of the curriculum goals which reflect the school's charter; in particular, the use of teaching as a vehicle to advance student literacy and learning power
 - To assist with the recording of results and completion of reports in accordance with school policy
 - To assist with managing the resources of the subject Faculty and the development of assessment and reporting procedures
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Responsibilities to the school:

- Maintain own professional learning and development to continually update pedagogical and subject knowledge
 - Work as an effective team member
 - Participate in the wider educational, collegial and cultural life of the school and in negotiated extra-curricular activities, school and community programmes
 - Consult and cooperate with the guidance network of the college
 - Prepare lesson teaching plans, develop and manage classroom resources, teach according to the Curriculum and school policy requirements, and evaluate pupils' work
 - Implement behaviour management procedures in accordance with school-wide systems
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Responsibilities to the students:

- Create a supportive learning environment
 - Encourage reflective thought and action
 - Enhance the relevance of new learning
 - Facilitate shared learning
 - Make connections to prior learning and experience
 - Provide sufficient opportunities to learn
 - Inquire into the teaching-learning relationship
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Responsibilities to the community:

- Report to parents and guardians in a competent and caring manner
 - Establish good relationships with parents and community members through effective and open channels of communication
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Responsibilities to school leadership:

- Assist with the delivery of the New Zealand Curriculum
 - Assist with the development and review of processes and to seek improvement
 - Participate in, implement and assist with developments in teaching and learning within the college
 - Participate in agreed education activities outside the classroom
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Person specification:*Qualifications/knowledge:*

- Current teacher registration (Provisional or Full)
- University graduate in relevant subject major
- Teacher Training

Experience:

- A history of successful teaching in a secondary environment an advantage
- Understanding of giving effect to the New Zealand Curriculum
- Experience with differentiating learning opportunities

Skills:

- Very good interpersonal skills
- Good analytical skills that allow clear and concise descriptions of the process and progress of the faculty and results achieved

Signed by

Date