



ASHBURTON COLLEGE

Job Description for Teaching Staff

A statement to assist teachers recognise the expected standard of performance at Ashburton College.

1. GENERAL PROFESSIONAL DUTIES

A person employed as a teacher at Ashburton College shall:

- 1.1 carry out the general professional duties of a teacher, under the reasonable direction of the Principal, as set out in the New Zealand Education Council Practising Teacher Criteria 'professional knowledge in practice' domain and under the criteria for Quality Teaching in the Secondary Teachers' Collective Employment Agreement;
- 1.2 perform, in accordance with any directions which may reasonably be given by the Principal from time-to-time, such particular duties as may reasonably be assigned;
- 1.3 carry out duties according to the Policies of the Board of Trustees and the directions of the Principal;
- 1.4 meet and maintain the professional expectations and requirements of teaching, including the Professional Standards and Registered Teachers' Criteria.

2. MANAGEMENT

A teaching staff member is required to –

- 2.1 plan and prepare courses and lessons that are relevant to the needs of students and the learning objectives of the curriculum;
- 2.2 prepare, teach and mark work according to the educational needs of the students in ways that encourage engagement in learning, incorporate differentiation and incorporate informed use of results analysis;
- 2.3 assess, record and report on the development, progress and attainment of students with due regard to the stated national curriculum objectives;
- 2.4 promote the general progress and well-being of individual students and of any class or group of students assigned to her/him;
- 2.5 make records of and reports on, the personal and social skills of students as required by the College;

- 2.6 communicate clearly and effectively to provide feedback to students, their whanau and caregivers, and share information with colleagues;
- 2.7 provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students;
- 2.8 participate in professional development and appraisal programmes;

All members of teaching staff at Ashburton College are involved in professional development and appraisal. Our professional development is a mix of generic (College-wide) development and individual development.

- 2.9 review and reflect on own teaching, student learning, and programmes of work;
- 2.10 assist with preparation and development of practices of teaching and learning programmes and resources and pastoral arrangements that recognise the diverse learning needs of students;
- 2.11 promote, through the College Policy on Teacher Conduct and Discipline good order and discipline among the students, and safeguard their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere;
- 2.12 continue to develop an understanding of Māori Tikanga and use of Te Reo Māori;
- 2.13 carry out administrative duties, as tasked or directed, including attending assemblies, staff meetings, undertaking duty and maintaining records of attendance of students and students' supervision;
- 2.14 participate in the professional and corporate life of the College;
- 2.15 from time-to-time, supervise and, so far as is practicable, teach any students whose teacher is not available to teach them, within the normal timetabled daily operation of the College;
- 2.16 take responsibility for a Family Form Class as required;
- 2.17 assist with a College cultural or sporting group or activity as a part of the co-curricular activities of the College.

Signed as Accepted (on appointment to a position)

Teacher

Date

Principal

Date