

ST JOHN'S COLLEGE : JOB DESCRIPTION



Position Title : Secondary Teacher
Reports to : Head of Department

Key Performance Area : CLASSROOM MANAGEMENT

1. Done Well
2. Some Improvement Needed
3. Needs Priority Action

Key Tasks	Expected Outcomes	Performance Indicators	1	2	3	Notes/Reference
Classroom is well managed	<ul style="list-style-type: none"> A positive and safe learning environment Teaching and Learning is valued Physical environment is conducive to learning Teacher models appropriate Professional behaviours Order and discipline are maintained in the teaching and learning environment Staff and students respect and care of environment 	<ul style="list-style-type: none"> Current student work is displayed Students are involved in lessons and on tasks Evidence of lessons planned and structured Teacher is positive role model Teacher recognises student work and effort in an appropriate and timely manner Students are carrying out classroom routines and expectations The school's discipline procedures are followed "Rules" are displayed in the classroom Homework monitored regularly Evidence of formal and informal assessment 				

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Position Title : Secondary Teacher
Reports to : Head of Department

Key Performance Area : CURRICULUM DELIVERY

1. Done Well
4. Some Improvement Needed
5. Needs Priority Action

Key Tasks	Expected Outcomes	Performance Indicators	1	2	3	Notes/Reference
<p>To gain awareness and familiarity with National Curriculum Statements</p> <p>To deliver the curriculum in accordance with the School and National requirements</p> <p>To deliver the curriculum in accordance with Catholic Character requirements</p>	<ul style="list-style-type: none"> • Planning covers curriculum requirements • Students are presented with learning opportunities and given encouragement to learn • Students are presented with learning opportunities and given encouragement to learn 	<ul style="list-style-type: none"> • Evidence of appropriate lessons covered • Evidence of involvement in departmental scheme - writing/programme planning/ resource writing as agreed with teacher. • Assessment records (examination reporting) • Teacher takes part in professional development programmes as agreed • Scheme reflects the spiritual context of the school 				

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Position Title : Secondary Teacher
Reports to : Head of Department

Key Performance Area : TEACHING STRATEGIES

1. Done Well
6. Some Improvement Needed
7. Needs Priority Action

Key Tasks	Expected Outcomes	Performance Indicators	1	2	3	Notes/Reference
Competent planning	<ul style="list-style-type: none"> Well organised lessons (structured, managed well) 	<ul style="list-style-type: none"> Students on task / involved Assessment records Unit plans 				

ST JOHN'S COLLEGE : JOB DESCRIPTION



Position Title : Secondary Teacher
Reports to : Head of Department

Key Performance Area : MOTIVATION of STUDENTS

1. Done Well
8. Some Improvement Needed
9. Needs Priority Action

Key Tasks	Expected Outcomes	Performance Indicators	1	2	3	Notes/Reference
To motivate students to perform to the best of their ability	<ul style="list-style-type: none"> Consistency in student behaviour and work habits Students encouraged to take responsibility for their own learning Teacher enthusiasm shared with students Teacher use of praise and positive reinforcement Tasks and learning activities are appropriate to course being taught An environment of mutual respect among all class members Teachers acknowledge and respect individual differences and learning speeds. 	<ul style="list-style-type: none"> Students stay on task A range of learning materials is being used Teacher contributes effectively Teacher communicates effectively Extension activities evident where appropriate Student achievement improves Students appear to be enjoying subject A variety of teaching strategies will be employed Remedial activities evident where appropriate 				

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Position Title : Secondary Teacher
Reports to : Head of Department

Key Performance Area : COMMUNITY LIFE OF THE SCHOOL

1. Done Well
 10. Some Improvement Needed
 11. Needs Priority Action

Key Tasks	Expected Outcomes	Performance Indicators	1	2	3	Notes/Reference
<p>Make a full and positive contribution to the daily operation of the school</p> <p>To be available to communicate with caregivers when necessary and support the 'open school' Policy</p> <p>To promote the school</p> <p>To consider involvement in extra-curricular activities</p> <p>To take responsibility for the pastoral care of a form group</p>	<ul style="list-style-type: none"> • Daily professional responsibilities performed effectively • Contribution to discussion and decisions • Teamwork evident • Assist in Catholic Character activities • Caregivers will know that they are able to discuss the progress of students at agreed scheduled meetings • Represent school in positive light • To foster the Catholic nature of the school. • Increased opportunities for students • Good knowledge of students 	<ul style="list-style-type: none"> • Punctuality to daily meetings/class where possible • Accurate completion of daily forms • Carrying out rostered duties • Presence and support at activities reflecting the Character of the school • Report evening attendance • Student records maintained • Evidence of home communication being carried out • Parent-Teacher/open days attendance as agreed • Parent feedback • Community feedback • Involvement in an activity • Evidence of knowledge and an understanding of student needs as people 				

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Position Title : Secondary Teacher
Reports to : Head of Department

Key Performance Area : CONTRIBUTION TO TEAM TEACHING ACTIVITIES

1. Done Well
 12. Some Improvement Needed
 13. Needs Priority Action

Key Tasks	Expected Outcomes	Performance Indicators	1	2	3	Notes/Reference
<p>To carry out required school and departmental procedures and tasks within department</p> <p>Contribute to the team's teaching activities</p>	<ul style="list-style-type: none"> • Administrative tasks assigned by HOD/TIC are carried out as agreed • To prepare teaching resources and ideas for agreed units of work • To attend and contribute regularly to departmental meetings • To provide feedback to the team following professional development work • To provide collegial support • Mutual trust and confidence between members • Meetings requirement of Ministry of Education NZQA deadlines 	<ul style="list-style-type: none"> • Appraisal records • Good resource management evident • Awareness of what is happening in department • Attendance at agreed departmental meetings • Attendance at meetings as agreed • Taking share of agreed workloads 				