



Mission Heights Junior College

Position Description – Teacher

NAME:

TENURE:

Responsible to: The Principal, Senior Leadership Team

Functional Relationships with: Cross Curricular and Curricular Teaching Teams

Primary Objectives:

1. To ensure that the learning environment is effectively managed to facilitate engaging, challenging and appropriate learning consistent with the school's vision.
2. To ensure that students develop the appropriate skills and attitudes to enhance their learning process.

Key Tasks:

Planning and Preparation: The teacher shall:

- actively contribute to regular cross curricular planning sessions and review of student achievement
- actively contribute to specific curricular forum discussions and planning as appropriate
- make each lesson contribute effectively towards a programme of work consistent with the school's vision and the whanau's agreed programme of work.
- Meet quality assurance expectations regarding planning in a timely manner.

Professional Competence: The teacher shall:

- teach a programme, as required by the Principal.
- teach within the framework of the NZ and School Curriculum.
- maintain a sound knowledge of the NZ Curriculum, the National Education Goals and current teaching theory and practice.
- be competent in the content of their subject area and keep informed of developments within it.
- implement strategies appropriate for individual needs consistent with school wide and teaching team requirements.
- evaluate the impact of teaching strategies regularly to improve effectiveness.
- participate in the Mission Heights Junior College performance management cycle and undertake professional development, which is aligned with the school's strategic direction.
- monitor the progress of students, keeping objective, relevant and accurate records
- report accurately and constructively on student achievement to students, teaching teams, parents and senior leaders as required.

Relationship with Students: The Teacher shall:

- assume the role of Learning Advisor to an allocated group of students within the Whanau community meeting with them regularly to plan and review their individual learning needs.
- foster self-esteem, self-control and independent learning.
- provide a stimulating learning environment with a focus on authentic, relevant and engaging learning.
- establish positive, professional communication with students and parents.
- promote the personal and educational welfare of their students.
- be willing and able to establish good relationships with students, to respect their individual needs and cultural backgrounds and to encourage learning through high expectations.

Classroom Management: The teacher shall:

- maintain acceptable standards of behaviour, with consistent expectations.
- Provide positive acknowledgement of appropriate behaviour.
- Maintain a learning environment that is safe for all students.
- Meet MHJC expectations relating to key aspects of the vision
eg facilitative teaching, digital learning, differentiation, co construction, etc.

Contribution to Team Activities and the wider life of the school: The teacher shall:

- establish and maintain effective working relationships with the staff of the school
- work co-operatively, sharing information and ideas with team members.
- participate actively and positively in the wider educational, co curricular, collegial and cultural life of the school.
- develop and maintain effective partnerships within the school and wider community
- assist the Principal and the leadership team in ensuring the Board of Trustees receives the necessary information, advice and guidance to fulfill its governance role effectively.

Teacher _____

Principal _____

Date _____