



## JOB DESCRIPTION & KEY ACCOUNTABILITIES

Job Title		Teacher - English	
Reporting to		HOD English	
Relationships		<ul style="list-style-type: none"><li>• Curriculum Leaders (Assistant HOD &amp; TIC) within department</li><li>• HOD/Manager</li><li>• Deans</li><li>• Parents/Guardians</li><li>• Students</li><li>• Counsellors</li><li>• Leadership Team (Principal / Deputy Principals etc)</li><li>• Chaplain</li><li>• Teachers</li><li>• Other staff</li></ul>	
Job Purpose		To be an effective member of the department, ensuring that quality teaching and learning occurs.	
Principal Responsibilities - Teaching			
Key Tasks Duties		Expected Results	Evidence
1	Deliver the prescribed curriculum.	Programmes are effectively and professionally delivered, resulting in measurable improvements and positive achievements.	Schemes of work, students' notes and portfolios of work (where applicable).
2	Maintain a professional working environment within the classroom to enable all students to learn.	Students are encouraged to learn, and are supported by their environment.  Clear classroom expectations are in place.  Tasks are differentiated.	Student notes.  Teacher planning.  Lesson observations.  Rooms are tidy and supportive of students' work.  Safety procedures in place.  Broken furniture and equipment is reported in caretaker's book.
3	Assess regularly and record achievement.	Monitor students' progress.  Student progress is accurately and appropriately recorded.  Students know how well they are doing.	Teacher records of assessments, students' folders and exercise books.
4	Complete evaluation of student programme and own teacher practice.	Provide feedback for programme development and enhancement.  Student voice informs Teacher Inquiry for performance management.	Evaluation sheet / survey  Meeting minutes  Performance appraisal document

5	Monitor student attendance and uniform requirements.	Attendance is monitored and absences reported, adhering to relevant procedures.  Students are accounted for at all times.  School uniform policies and regulations are adhered to at all times.	Senior management records.  Daily absentee returns.
6	Notify Deans, Chaplain and/or Guidance Counsellor of any pastoral concerns.	Pastoral concerns are communicated to Deans / Chaplain / Guidance Counsellor as soon as possible.  Issues/problems are resolved in a professional and appropriate manner.	The Guidance network minutes
7	Carry out all reasonable requests of the HOD.	All projects, requests etc. are completed, meeting expected standards and timeframes.  The department runs effectively.	Minutes of meetings and memos.  Performance appraisal document.
8	Act as an effective and professional role model, reflecting the Special Character of the school.	Behaviours, attitudes and presence reflect the Special Character of the school at all times.  Attend and assist with activities related to the Special Character of the school, e.g. Chapel services, assemblies.	Chaplain's annual report.
9	Attend staff meetings and professional learning sessions.	All relevant meetings and sessions are attended as required.	Roll and minutes from meetings/sessions.
10	Attend departmental meetings and contribute to the department.	All relevant meetings are attended as required.  Contribution is effective and valued by the department.	Roll and minutes from meetings.
11	Carry out school supervision duties as allocated.	Students are supervised and kept safe.	Duty roster.
12	Relieve classes when required.	All classes are supervised and students' learning is not interrupted by the absence of a teacher.	Relief notices.
13	Write reports for students.	Parents and students are informed of progress.	Student files.
14	Attend parent interview (learning conversation) evenings.	Parents are informed of students' progress.	Appointment sheets.

15	Supply information for school leaving documentation	Complete all relevant records accurately, meeting expected timeframes.	Testimonials/Record of Achievements.
Other Requirements of the Role			
Professional Development		<ul style="list-style-type: none"><li>• Participate in performance appraisals, personal and professional development in line with the schools needs and identified personal and professional objectives</li><li>• Effectively meets all of the Practising Teacher Criteria.</li></ul>	
Health & Safety		<ul style="list-style-type: none"><li>• Urgent health and safety issues are dealt with immediately.</li><li>• Demonstrates a commitment to Health &amp; Safety related policies and procedures to ensure a safe and positive working environment.</li><li>• Ensures safe working practices and takes responsibility and accountability for own safety and that of students and others within the workplace.</li><li>• Ensure you have completed emergency training and practiced at regular intervals.</li><li>• Observing safe work practices, rules and instructions relating to work, being proactive in hazard management, reporting unsafe conditions and equipment, reporting an accidents or incidents including near misses.</li><li>• Support the organisation to achieve good health and safety work practices and environment.</li><li>• Be familiar with the risk register.</li><li>• Ensuring that action or inaction do not cause harm to oneself, or other people.</li><li>• Maintaining current knowledge of the use of safety equipment including PPE gear.</li><li>• Immediately report incidents, accidents and occupational illnesses.</li><li>• Keeps work area clean and orderly. Free from hazards.</li></ul>	
Core Competency			
Upholds the values of the organisation		<ul style="list-style-type: none"><li>• To achieve our vision of preparing confident, resourceful and resilient young women to make a positive difference in their world, the WDSG community will promote its values of Courage, Empathy, Integrity, Tolerance, Respect and Diligence, underpinned by the Christian faith.</li></ul>	
Mātauranga Māori		<ul style="list-style-type: none"><li>• Upholds and practices the traditions, values, concepts, philosophies, world views and understandings derived from uniquely Māori cultural points of view.</li></ul>	
Student & Whanau Focus		<ul style="list-style-type: none"><li>• Recognises and ensures that high quality service is delivered to our students and parents at all times.</li></ul>	
Quality & Accuracy		<ul style="list-style-type: none"><li>• Ensures quality of work adheres to school standards at all times.</li></ul>	

<b>Attitude, Work Ethic and Teamwork</b>	<ul style="list-style-type: none"> <li>• Works as an effective member of the team towards achieving the team goals and demonstrates an appropriate work ethic at all times.</li> </ul>
<b>Initiative &amp; Problem Solving</b>	<ul style="list-style-type: none"> <li>• Demonstrates appropriate levels of initiative by thinking outside the box and providing appropriate suggestions or implementing changes as appropriate to job level.</li> </ul>
<b>Time Management/ Flexibility &amp; Multitasking</b>	<ul style="list-style-type: none"> <li>• Manages workloads within appropriate timescales, making use of available tools and resources.</li> </ul>
<b>Professionalism</b>	<ul style="list-style-type: none"> <li>• Behaves in a professional and ethical manner at all times. Reflecting the appropriate school image.</li> </ul>
<b>Leadership &amp; Leading by Example</b>	<ul style="list-style-type: none"> <li>• Motivates and directs students through appropriate participative leadership and displaying the school values at all times.</li> </ul>
<b>Ownership</b>	<ul style="list-style-type: none"> <li>• Takes appropriate levels of ownership for tasks and always delivers.</li> </ul>
<b>Qualifications, Skills and Experience</b>	
	<ul style="list-style-type: none"> <li>• 2+ years' experience in a similar role.</li> <li>• Relevant tertiary qualification (teaching).</li> <li>• Clean full driver's licence.</li> <li>• Intermediate level of software understanding (i.e. Google, Word) desirable.</li> <li>• Excellent interpersonal, oral and written communication skills.</li> <li>• Excellent time management.</li> <li>• Excellent analytical and problem-solving skills.</li> </ul>