Role Description: Classroom Teacher

Mission statement: We are committed to preparing our students to embrace the future by providing a complete Catholic education in a safe, nurturing community, shaped by our vision.

Purpose: To facilitate student learning by exercising responsibility for the resources and curricular programmes of the Department in line with the general goals of the College Charter.

Reports to: Head of Department, Principal and Board of Trustees.

Responsible to: Head of Department, The Principal through the Deputy Principal and other members of the Senior Leadership Team.

Works with: The other members of the faculty in sharing the responsibility for the management of student behaviour and delivery of the curriculum.

Key Responsibilities:
- Support of the Special Character of the College.
- Maintain high professional standards.
- Contribute to the Department or Syndicate.
- Classroom teaching.
- Commitment to the College’s Co-Curricular Programme.

Role Description: Classroom Teacher
Reviewed: September 2017  Louise Moore, Principal

Louise Moore
Principal
### KEY TASKS | EXPECTED OUTCOMES
--- | ---
1. **Support the Special Character of the College** | - Be aware and supportive of the Special Character of the College.  
- Participate in the events and practices of the College, which relate to its Special Character.  
- Create an environment of friendship, generosity and collaboration.  
- Act as a positive role model at all times.  
- Assist with the co-curricular student programme.  
2. **Maintain high professional standards** | - Promote the College positively and uphold the personal standards expected by the College.  
- Keep up to date with curriculum development and effective teaching practice.  
- Participate in and contribute to meetings with other staff, parents and other organizations as required.  
- Participate in the performance management process.  
- Carry out the policies of the Board of Trustees  
3. **Contribute to the Department** | - Carry out the required College and department administrative procedures and tasks assigned.  
- Attend and contribute to meetings for the Department. Contribute to curriculum planning and resource development.  
- Support all colleagues, especially those in the Department by providing feedback on relevant issues and information for future planning.  
4. **Classroom teaching** | - Plan lessons in a competent manner.  
- Deliver the curriculum, using a variety of teaching styles, according to the national and school requirements.  
- Assess the curriculum in a fair, valid and consistent manner, keep a record of these assessments and report/communicate students’ progress and achievement to parents/caregivers.  
- Keep attendance records.  
- Establish and maintain sensible, clear and consistent classroom routines so that all students have an excellent opportunity for learning.  
- Challenge each student according to his or her ability and motivate students to perform to their potential.  
- Provide a stimulating, attractive and safe learning environment in your classroom.  
- Use the Pastoral Care/Guidance network and structure of the College to support students who have behavioral or academic difficulties.  
- Enhance student learning through the efficient use of resources and ensure that learning activities and tasks are appropriate to a range of needs.  
- Be sensitive to the cultural learning needs of students; incorporate elements of Te Reo Maori and Tikanga Maori into lessons and classroom.  
- Share with colleagues the pastoral duties of care and supervision.  
5. **Commitment to the College’s Co-Curriculum Programme** | - Make yourself available for a significant co-curricular activity (sport or cultural) that requires time outside normal school hours, including weekends in either summer or winter.  
- Be available for school camps.  

**NB:** For a Tagged position, the person appointed must be willing and able to take part in the religious instruction appropriate to the Special Character of the College.

**Limitations of Authority**

Changes to procedures or routines must receive prior approval from the Principal. The Principal may make changes at any time in consultation with yourself and the Head of Department.