



**FRASER HIGH SCHOOL**  
Te Kura Tuarua o Taniwharau

## **Job Description**

### **YEAR 9 & 10 TEACHER**

Fixed Term - Maternity Leave

#### **RESPONSIBLE TO**

- Head of Faculty (HoF)

#### **FUNCTIONAL RELATIONSHIPS**

- The Executive team
- All teaching staff
- All other staff in matters of administration and pastoral care
- All support staff

#### **PRIMARY OBJECTIVES**

- To implement the policies and principles of the School Charter and the School Annual Plan, faculty annual plans
- To support the development of culturally responsive and flexible learning environments at Fraser High School
- To adhere to the relevant HoF(s) as directed within the bounds of this position and this document.

## PROFESSIONAL QUALITIES

- Has relevant education and teaching qualifications in specialist learning area(s) relevant to the position
- Has teacher registration
- Proven:
  - Ongoing commitment to professional learning
  - Experience to teach in specialist learning area(s)
  - Ability to work collaboratively within a School Environment
- Will be able to teach Year 9 to Year 13 students

## EDUCATIONAL PHILOSOPHY

- Has a pedagogical philosophy of learning and education in harmony with the 'ethos' of Fraser High School
- Has a clear understanding of the value and significance of learning to students and society
- Is committed to an holistic view of educational excellence and equity
- Fosters in students an enthusiasm for learning by providing stimulating, challenging and appropriate activities
- All teaching staff are encouraged to contribute to both the co-curricular and extra-curricular life of the School

## EXPERIENCE

Fraser High School encourages applications from first year teachers and employment based Teacher Trainees; however, for all vacancies, the best person for the position is appointed.

## EQUITY AWARENESS

The appointee –

- Is confident to use basic Te Reo and Tikanga Maaori
- Has a sound understanding of Te Tiriti o Waitangi principles and values, and their relevance to learning and education, in relation to equity, participation, protection, and partnerships.
- Has proven experience in effective culturally responsive pedagogical practices
- Has an understanding of, and empathy for equity in all aspects of learning and education

## PROFESSIONAL RESPONSIBILITIES

### TEACHING RESPONSIBILITIES

**To plan and prepare delivery of the curriculum as set down by the Head of Faculty**

**To teach:**

- **The learning area(s) qualified for**
- **Other supporting subject(s) strength(s) if required**

**To address the educational and learning needs of all learners.**

**Effectively implement classroom management to support learning and teaching, by creating a teaching/learning environment conducive to effective teaching practices and achievement.**

**To consult and liaise with fellow teachers, parents and caregivers in accordance with school policy and procedures.**

#### Expected Outcomes

- a. Prior to the commencement of each term and following allocation of classes/levels, to have selected and planned the units of work according to the Faculty Plan to the satisfaction of the Head of Department/teacher in charge
- b. Prior to the commencement of teaching units or lessons to have planned the delivery of such units/lessons

#### Expected Outcomes

- a. Use effective pedagogical practises specific to learners' learning needs
- b. Assess learners to support their learning

#### Expected Outcomes

- a. To maintain standards of behaviour in classrooms that support learning and achievement
- b. To adhere to the school's Learning Behaviour programme

#### Expected Outcomes

- a. To attend Department/Faculty meetings as required to discuss matters pertaining to student learning and achievement
- b. To attend all other meetings as required by the School, including e.g. parent teacher evenings and specific parent teacher interviews

<p><b>To construct records of, and reports on, student academic, co-curricular, social and personal achievement and development according to the policy and procedures of the school.</b></p>	<p><u>Expected Outcomes</u></p> <ol style="list-style-type: none"> <li>To supply records of achievement to the HoF according to the Assessment policy of the Department/Faculty</li> <li>To write reports on individual students as required according to Department and school policy including subject reports, discipline reports and reports of a confidential nature</li> <li>To supply Deans, HoFs, Guidance Counsellor and Careers staff with such information as is required on student achievement, attendance, behaviour, etc.</li> </ol>
<p><b>To safeguard the health and safety of students when they are in your control "in-school" and involved in "education outside of the classroom.</b></p>	<p><u>Expected Outcomes</u></p> <ol style="list-style-type: none"> <li>To be familiar with the school emergency procedures, policies and documents</li> <li>To abide by the Education Outside The Classroom policies and procedures</li> <li>To do reasonable duties as required by the School e.g. supervision duties before school, interval, lunchtime and after school</li> </ol>
<p><b>To engage in Professional Learning (PL) Programmes of the school.</b></p>	<p><u>Expected Outcomes</u></p> <ol style="list-style-type: none"> <li>To participate in Teacher Only Days and Curriculum Development PL as required by School</li> <li>To alert HoF to any specific requirements for PL</li> <li>To participate in PL for professional growth and development to meet specific professional requirements as directed by the PL process and/or HoF</li> </ol>
<p><b>To assist and engage in Faculty and Departmental activities and duties as delegated by the HoF</b></p>	<p><u>Expected Outcomes</u></p> <ol style="list-style-type: none"> <li>To attend and participate in Faculty and Department meetings</li> <li>To assist with the planning and development of curriculum as required</li> <li>To assist the HoF in the maintenance of resources</li> <li>To take all possible care of School equipment assigned to you</li> </ol>

<p><b>To assist students' preparation for all assessments</b></p>	<p><u>Expected Outcomes</u></p> <ul style="list-style-type: none"> <li>a. To undertake such activities or duties to meet standards and deadlines as required by subject/school assessment policies and procedures.</li> </ul>
<p><b>To take part in school reviews and professional growth cycles as directed by the Board and/or the Principal</b></p>	<p><u>Expected Outcomes</u></p> <ul style="list-style-type: none"> <li>a. To review as required by your HoF/HoD, your methods of teaching, programmes of work and participate in arrangements for your further training and professional learning as a teacher. This review can be initiated by the individual teacher</li> <li>b. To participate fully in ERO reviews, and/or specific subject Faculty, Department reviews initiated by the Principal</li> </ul>
<p><b>To meet the management requirements of the school as they relate to the classroom.</b></p>	<p><u>Expected Outcomes</u></p> <ul style="list-style-type: none"> <li>a. Be at School and in class on time</li> <li>b. Report to the Day Relief Manager, as soon as is practically possible, impending absence from school or class</li> <li>c. Ensure that classrooms are left tidy at the end of each period and the end of the day. Chairs are to be put up, desks arranged in order, food/rubbish off the floor, windows closed, et al, according to the cleaners schedule</li> <li>d. Ensure that period attendance/absences are correctly filled in each period and put in at the end of the day by 3.25pm</li> <li>e. Prepare current work/emergency lessons for relievers or contact HoD if necessary. Specialist practical work to be avoided unless prior arrangement is made with the reliever</li> </ul>

## PASTORAL AND ADMINISTRATIVE RESPONSIBILITIES

**To carry out the duties of a Group Tutor as required.**

### Expected outcomes

- a. To adhere to the School's attendance policy and procedures, including liaising with caregivers/parents.
- b. To monitor the personal, academic, co-curricular and growth of students in the class
- c. To liaise with relevant staff, and parents to help support the growth and development of students
- d. To keep students in the group informed and involved in school life through the dissemination of information
- e. To adhere to the School's Learning and Behaviour policy and procedures, including liaising with caregivers/parents

**To carry out the administrative duties as a teacher at Fraser High School**

### Expected Outcomes

- a. To do the duties including:
  - Duty supervision, attend staff briefing, assemblies, staff meetings, Department and Faculty meetings, and special meetings on time and as required

**To be involved in the corporate life of the school, that is, to contribute to the effective functioning of the total school operation.**

### Expected Outcomes

- a. To be involved in activities beyond the classroom in a negotiable, flexible and reviewable way with school management

OTHER PROFESSIONAL RESPONSIBILITIES

**Meet and uphold the Teaching Council of Aotearoa/NZ's Code of Professional Responsibility/Ngā Tikanga Matatika and the Standards for the Teaching Profession/Ngā Paerewa**

**Successfully meet and maintain the Professional Standards for Secondary Teachers as outlined in the Secondary Teachers' Collective Agreement (STCA).**

**To act and dress in a manner appropriate to a professional, and as a role model for students of Fraser High School.**

**To abide by the School Charter, Policies, and Procedures.**

Teacher's name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_