

JOB DESCRIPTION 2022

Name:

Job Title: Classroom teacher – Junior College

Directly Responsible to: Principal and Team Leader

Functional Relationship with: All other staff

Primary Objectives

- To be a Classroom Teacher in the Junior College.
- To provide assistance, where deemed necessary by the Junior Team Leader, to ensure the successful running of the Junior College.
- To attend Team and staff meetings.
- To be part of a team and contribute to Team responsibilities.
- To participate, where required, in rostered playground duties.
- To be involved in the Professional Growth Cycle as set by Excellere College.

Term and Conditions of Employment:

Salary

- According to the Area School Teachers' Collective Agreement 1 July 2019 – 30 June 2022.
- Scale increments and Progression for Base Scale teachers according to sections 3.6 and 3.7 of the current Area School Teachers' Collective Agreement.

SPECIAL CONDITIONS

Academic Teaching

- The teacher will plan as determined by school policy and procedures, in accordance with the Special Character and curriculum of the school, always with the realisation that one must have a balance between following an established plan, and the spontaneous leading of God's Spirit.
- The teacher will perform all administrative functions as required by the Principal, Board of Trustees and the Ministry of Education.
- The teacher will be required to maintain individual records and plan curriculum delivery as determined by the Principal, along the guidelines outlined in the policies of the school.
- The teacher will be responsible for consistent, loving discipline, always within the philosophy, policy and procedures of the school.
- The teacher will be required to undertake and maintain training in the unique philosophy of education of the school, and be involved in research and curriculum development with the school administration, so that one's teaching will testify of the Lord Jesus Christ more consistently each year.

Relationship to Parents

- The teacher should always recognise the parents' responsibility for their children, and seek to work with parents to raise a generation of young people that will make a difference in society.
- Regular communication with parents is required in order to prevent misunderstandings, as well as to demonstrate a supportive attitude towards the family.
- To promote and allow the observation of the teaching programme of the school, where this is reasonable and appropriate.

Relationship to Children

- Adequate preparation spiritually and academically is required in order to establish a positive atmosphere and excellent relationship with students.
- The teacher will consider each child's unique gifting in God, and encourage and develop these God given qualities to the best of one's ability.
- The teacher will disciple the children through encouragement, exhortation and prayer, with the objective of clearly describing and expecting the children to obey the school rules, and attain the standards set before them. Grace is God's method of redemption which is exhibited in Christian self-government.
- The teacher should inspire the children to love learning.
- The teacher should realise that one ministers to and serves the children, demonstrating the character and life of the Lord Jesus Christ, which will require a willingness to have a servant heart for them, even if they do not appreciate it at the time.
- The teacher should exhort the children in godly conduct.

Personal Specification:

- Have a personal relationship with the Lord Jesus Christ, having been born again in the Holy Spirit.
- Should view their ministry in the school as a 'call' from God, rather than simply a position of employment.
- Shall accept and recognise a responsibility to uphold and maintain the Special Character of the school both within and outside the workplace.
- Shall have an ability to communicate and listen sensitively and courteously. (Colossians 4 v6)
- A character that daily and consistently displays evidence of the 'fruits of the Spirit' (Galatians 5v22.23) namely: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

Professional Growth Cycle

The Principal will be responsible for ensuring that an annual Professional Growth Cycle (PGC) programme is developed, monitored and evaluated according to the key tasks outlined in the job description. This will consist of:

- The Initial PGC korero to be completed before the end of Term 1.
- The Final PGC korero date to occur by December.
- Progress on previously set goals and objectives detailed and any further actions recorded.
- Indicating initial goals and objectives for the following year to include any professional development that may be required.
- Principal to report on process completion to the Board of Trustees at final hui of the year.
- Repeat Professional Growth Cycle on an annual basis.

This employment agreement is only valid if signed and dated by both the employee and the employer (Chair or Vice Chair of the Board of Trustees) or the employer representative (Principal of Excellere College), and should be reviewed, amended where appropriate, and resigned on an annual basis following the completion of the employee's annual PGC.

Signed _____ (Employee) _____ (date)

NAME:

Signed _____ (Principal) _____ (date)

NAME: Graeme Whitehead