



# POMPALLIER CATHOLIC COLLEGE

## JOB DESCRIPTION

<b>JOB TITLE</b>	Teacher - All Staff
<b>RESPONSIBLE TO</b>	Principal
<b>FUNCTIONAL RELATIONSHIPS WITH</b>	All Staff Parents and Caregivers
<b>STAFF REPORTS</b>	Nil

### PRIMARY TASKS

- To facilitate learning in a professional way.

KEY TASKS	INDICATORS
To enable and encourage learning, accommodate individual student needs, develop enthusiasm for learning in the student, encourage students at all opportunities, impart subject knowledge effectively	Use challenging and varied teaching experiences Provide formative feedback, identify difficulties and encourage self-evaluation
To be competent in the New Zealand Curriculum and its assessment	Develop class and group programmes with an understanding of where they fit into the school programme
To have appropriate teaching techniques and student management skills	Use of clear, appropriate and articulate language and tone of voice
Design purposeful and sequenced tasks with the use of established routines and procedures where suitable	Demonstrate appropriate and effective use of equipment, resources, space and time
Show personal enthusiasm	Observation
Analyse and reflect on own performance and effectiveness	As seen in self-review sheet
To plan, prepare and evaluate programmes of work	Work plans with clear and appropriate objectives and evaluation method are available Talk and report accurately and sensitively to parents about the educational needs and progress of the student Make a contribution to the planning and development of curricula and the organisation and production of resources Co-operate and work professionally with other staff, participate in professional meetings, and share routine tasks Handle basic administration tasks and meet deadlines
To contribute towards the work and the Special Character of the College as a whole	Participate in the wider life of the College to meet student needs outside the classroom, and to achieve Charter objectives Actively promote the Charter, the Special Character and the general philosophy of the College

KEY TASKS	INDICATORS
To foster health, physical and cultural safety	<p>Respond sensitively to the cultural and ethnic difference in students and parents</p> <p>Work actively to counter sexist and racist attitudes expressed in the College or between students</p> <p>Demonstrate in practice the College requirements for ensuring the general safety, health and well-being of all - and adopt safe systems for providing a healthy environment</p> <p>Show that you know the limits of permissible physical contact with or between students</p>

**BOUNDARIES**

Working within the ethical considerations of a Catholic institution, Employment Agreement, Professional Standards, and the requirements for registration

Signature : .....

Date : .....

Printed Name : .....