

JOB DESCRIPTION: Teacher of Mathematics

POSITION: Full-time permanent.

Teacher Registration is a requirement of employment.

Reporting to: Head of Faculty – Mathematics

Functional Relationships with:

Senior Leadership Team, HOF, HOD, Staff, Students, Parents and the wider school community.

Health, Safety and Environment

Lindisfarne College prioritises the health, safety, and welfare of all members of the school community, in line with the Health and Safety at Work Act 2015 and the Education and Training Act 2020. All community members share responsibility for maintaining a safe environment.

- Demonstrate support for college health, safety, and environmental practices.
- Ensure safe working practices are followed and reviewed.
- Commit to the Lindisfarne College HSE Policy.
- Identify, report, and mitigate hazards.
- Use all required health and safety systems and tools.
- Adhere to all College and government environmental policies.

General Responsibilities

- Support the Mission, Vision, and Values established by the College Governors.
- Uphold the Lindisfarne College Staff Code of Conduct.
- Report any incidents of student safety to the Deputy Rector.
- Participate in staff, faculty, and other meetings as required.
- Attend assemblies and chapel services as directed.
- Promote the College positively within the community.
- Role model professional behaviour always.
- Support the College in public settings.
- Carry out additional duties that you are competent and capable of performing, as requested.

Primary Objectives:

Effective teaching in subject area up to 20 hours per week.

Responsibility for the leadership and care of a tutor group.

Key Tasks

Teaching and Learning

Teachers are responsible for the care, supervision, and education of students in curricular and co-curricular settings. Full time Teachers can expect to teach up to 20 hours per week.

Duties include, but not exclusively, the following:

Professional Practice and Knowledge

- Maintain content, and curriculum knowledge appropriate to relevant learning areas.
- Plan and prepare appropriate, relevant courses and lessons to nurture and stimulate students.
- Teach according to the educational needs of individual students.
- Assess, record and report on the development, progress, and attainment of students.
- Make use of appropriate technologies to enhance student learning.

Professional Growth Cycle for Teachers

- Engage in professional learning using the Standards or Paerewa to advance an understanding of the relationship between professional practice and outcomes for learners.
- Participate in the College's Professional Growth Cycle process to reflect on and improve best practice in teaching and learning.
- Seek and receive feedback on best teaching practice through an annual classroom observation.

Student Management

- Maintain good order and discipline among the students and safeguard their health, hygiene, safety, and overall wellbeing at all times.
- Report student concerns regarding classroom issues to Tutors, Deans, Heads of Faculty.
- Maintain necessary attendance records, curriculum plans and records of achievement as needed.
- Maintain confidentiality of records and information about staff and families.

Support Student Wellbeing

- Build effective and positive relationships with all students.
- Promote an equitable learning culture that engages diverse learners and maximises their potential.
- Respond to the complex influences that personal, social and cultural factors may have on learners.
- Demonstrate high expectations of all students, focusing on learning and progress, recognising and valuing diversity and personal goals.
- Develop short and long-term goals for individual students and student groups as needed.

Support of Aotearoa New Zealand Bicultural Heritage

- Practise and encourage the appropriate use and pronunciation of Te Reo Māori.
- Demonstrate knowledge and respect for Te Reo Māori and Tikanga Māori in school contexts.

Effective Communication

- Nurture respectful relationships with all students and their families.
- Communicate with parents about the progress of students according to school policies and procedures, including at parent-teacher interviews. Acknowledge all caregiver enquiries or concerns within 24 Hours and respond to such matters in a timely manner.

- Provide oral and written assessments, reports and references relating to individuals and groups of students.

Pastoral Care and House Responsibilities

Staff act as Tutor Teachers. The role of the Tutor Teacher is vital to the efficient running of the school and to successful pastoral care. The Tutor Teacher is often the first person to whom a student will turn for help or advice.

Tutors Teachers will:

- Accurately complete attendance and follow up on attendance matters with students, seeking the support of the Dean when required.
- Ensure daily notices and other important messages are read out to all students.
- Complete daily checks of uniform, haircuts and shaving regulations seeking the support of the Dean when required.
- Support a tutor group to lead an annual/biannual chapel service, as requested by the Chaplain.
- Support and attend all House assemblies, meetings, and events.
- Foster good home/school relationships.
- Telephone caregivers of new students to the school within two weeks of their start date to report on progress and provide support.

Your application will require a Curriculum Vitae, a covering letter and the names and contact details of two referees to Employment@Lindisfarne.school.nz

Closing date for applications is Monday 5th Oct 2026 @ 3pm.

The position is full-time and will commence in 2026 or Term 1, 2027.