LINDISFARNE COLLEGE

600 Pakowhai Road,
Frimley, 4120, Hastings
06 8731136

JOB DESCRIPTION: Teacher of English – Assistant Head of Department

POSITION: Full-time permanent.

Teacher Registration is a requirement of employment.

Reporting to: Head of Faculty – English

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.

Administration and Management

To assist the Head of Faculty to lead and support staff and manage administration systems effectively within the department, including:

- Manage, maintain and continually improve department resources.
- Review department results annually and set academic goals in consultation with the Head of Faculty
- Provide information to the Head of Faculty to ensure the department receives appropriate resourcing as part of the annual budget.

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Curriculum Leadership

To ensure curriculum design and delivery meets college and national expectations. Assist the Head of Faculty to:

- Lead and support department staff in all aspects of teaching and learning.
- Ensure schemes/and programmes of work are kept up to date and fit the requirements of the national curriculum and college expectations.
- Ensure department teaching materials and resources are appropriate and in good condition.
- Model effective and innovative teaching practices and approaches.
- Encourage sharing of pedagogical approaches and resources within the department.
- Promote and facilitate relevant professional development for the department.
- Support and actively promote within the department, the appropriate use of I.C.T. in teaching, learning, and student administration.
- Positively promote the faculty curriculum areas within the college and in the eyes of the wider Lindisfarne community through performance activities.

Assessment Management:

To assist with the management of department assessment matters in line with school policies and national expectations.

- Ensure regular and valid assessment and reporting practices are followed.
- Ensure the use of a range of assessment modes, which are appropriate to students' needs and abilities.
- Complete an annual cycle of internal and external moderation and review of assessment activities used within the department.
- Ensure department assessment policies are consistent with that of the faculty and college.

Personnel Management:

- Establish and maintain a positive working environment within the department.
- Support department staff to ensure that all college deadlines are met.
- Support department staff as part of the annual Professional Growth Cycle.

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.

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- 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.