Position Description **Teacher, Hornby High School**

Name	
Role	Teacher
Reports to	HoD Year 7-8
Direct Reports	Nil
Working Relationships	*External:* Whānau, Community, Ministry of Education, Associations *Internal:* Board of Trustees, Principal, Senior Leaders, Middle Leaders, Teachers, Support Staff and Students

Employment Status:

Employment Status	Full-time, fixed term for term 1, 2027 to cover a maternity leave position	Commences: Term 1, 2027

Introduction
The following are the duties and responsibilities as delegated by the Principal, consistent with the goals and objectives of the School's strategic plan.

Purpose of the position
Teachers are responsible to the Principal for curriculum delivery, curriculum content, assessment of student progress, reporting to parents and other delegated responsibilities at the discretion of the Principal. This Job Description sets out teachers' duties and responsibilities and forms the reference point for the teachers' professional growth.

Accountability
All teachers are accountable to the Principal, who is responsible to the Hornby High School Board of Trustees for the performance of all staff.

Extent of Authority
1. Teachers operate within legal requirements, the School's strategic plan, policy and procedures.
2. Each teacher is responsible for the welfare and education of children and classes assigned by the Principal, and for any other duties delegated by the Principal.

Work Relationships:
Teachers:
1. Give priority to ensuring the well-being and educational achievements of their pupils.
2. Work effectively as members of a staff team.
3. Have positive relationships with parents/whānau.
4. Help to promote the best interests and good image of the school.

Professional Responsibilities & Standards
All teachers are required to meet The Code of Professional Responsibility and Standards for the Teaching Profession as described in *Our Code Our Standards* (Education Council, NZ)

STATEMENT OF RESPONSIBILITIES

Part A: Generic Responsibilities

Every teacher is expected to take a full part in the general life, activities and work of the school and is expected to professionally engage in, and meet, the following generic responsibilities.

Responsibility	Expected Outcome
Teacher Professional Standards	Every teacher will meet their appropriate professional standards as described by the Ministry of Education and the Education Council NZ, including Tātaiako: Cultural Competencies for Teachers of Māori students.
School Charter	Every teacher will meet the commitments and obligations of the Hornby High School strategic plan (vision, values, goals, policies and procedures).
School-Wide Initiatives & Priorities	Every teacher will support, develop and implement HHS Board of Trustees-approved school-wide initiatives and priorities.
Code of Professional Responsibilities	Every teacher will meet the high standards for ethical behaviour that is required by the New Zealand Teachers Council.

Part B: Specific Responsibilities

Every teacher will have specific roles and responsibilities that make their position unique within the school. The table below identifies those specific roles and responsibilities for your job, together with the expectations the school has for their achievement.

Responsibility	Expected Outcome
Homeroom or Classroom (Where appropriate)	Teach a range of subjects to and have responsibility for students in the classroom and the learning support department
Professional knowledge	Demonstrate competence in the relevant curriculum. Demonstrate a sound knowledge of current learning and assessment theory. Demonstrate sound knowledge of current issues and initiatives in education, including Māori education.
Professional development	Demonstrate a commitment to their own ongoing learning. Participate individually and collaboratively in professional development activities. Continue to develop an understanding of the Treaty of Waitangi.
Teaching techniques	Plan and use appropriate teaching programmes, strategies, learning activities and assessments. Demonstrate flexibility in a range of effective teaching techniques. Make use of appropriate technologies and resources. Impart subject content effectively.

	Evaluate and reflect on teaching techniques and strategies with a view to improvement.
Student management	Manage student behaviour effectively. Establish constructive relationships with students. Be responsive to individual student needs. Develop and maintain a positive and safe physical and emotional environment. Create an environment that encourages respect and understanding. Maintain a purposeful working environment.
Motivation of students	Engages students positively in learning. Establish expectations that value and promote learning.
Te Reo me ona Tikanga	Continue to develop understanding and skills in the appropriate usage and accurate pronunciation of Te Reo Māori. Demonstrate an understanding of basic Māori protocols when opportunities arise.
Effective communication	Communicate clearly and effectively in either or all three of the official languages of New Zealand. Provide appropriate feedback to students. Communicate effectively with families, whānau, and caregivers. Share information with colleagues.
Support for and cooperation with colleagues	Maintain effective working relationships with colleagues. Support and help colleagues in improving teaching and learning through collaboration and support.
Contribution to wider school activities	Contribute positively to the life of the school and its community.
Professional Development and Review	Each teacher is expected to set professional goals and participate in the HHS cycles of inquiry as part of a professional growth cycle. To undertake a self-review of one's practice and adjust teaching practices accordingly.
Other Duties	Any other duties the Principal may require from time to time

Approved by Principal:	Iain Murray
Date approved:	11 August 2025
Reviewed:	11 August 2025
Acceptance of Appointee:	