

**College Teacher
Position Description**

Responsible to: Head of Department, Principal of College, Deputy Principals of College,
Executive Principal

The position of College Teacher is one primarily of curriculum implementation and delivery in one of the key learning areas of the College's operation. The following are key tasks associated with the position:

Key Task – Curriculum	Expected Outcomes
<ul style="list-style-type: none"> • Ensure that a sound understanding of relevant curricula is maintained • Effectively deliver the curriculum as outlined in the relevant Scheme of Work • Maintain balanced and innovative teaching plans • Write and administer assessments as appropriate • Assess student progress as outlined in the Assessment Schedule • Assist the Head of Department with the management of assessment and reporting for the subject • Meet all requirements for reporting 	Curricula are effectively delivered, assessment and reporting is as per faculty and College guidelines.
Key Task - Students	Expected Outcomes
<ul style="list-style-type: none"> • Meet individual needs and strengths to enable students to reach their full potential • Create a happy secure environment to motivate and inspire students to achieve excellence through high expectations and stimulating programmes • Guide students towards independence and acceptance of their responsibility for their own learning • Distribute Course Outlines to students at the commencement of each year. • Distribute subject Assessment Outlines to students for each course. • Ensure that students receive sufficient feedback and support • Ensure that students are using their diary effectively • Students are given every opportunity to participate in the tutorial programme 	Students reach their full potential
Key Task – Staff	Expected Outcomes
<ul style="list-style-type: none"> • Attend and participate in Full Staff, College and Department meetings • Participate in the school appraisal process • Engage in reflective practice with a view to improvement • Keep informed of development of learning theory, assessment and evaluation • Respect, share and utilize strengths of colleagues • Ensure that in cases of staff absence that classes have appropriate work 	Meetings are well attended, Appraisal is effective and subject classes are effectively taught at all times

Key Task – Parents	Expected Outcomes
<ul style="list-style-type: none"> • Ensure that communication with parents is open and clear • Parental input, concerns or questions are dealt with effectively and efficiently 	Interaction with parents is meaningful and productive.
Key Task - General	
<ul style="list-style-type: none"> • Undertake classroom teaching as required. • Be seen as a leader and role model for students, staff and parents • Adhere to, and support, all policies and procedures of Pinehurst School • Undertake other duties normally part of the Teacher in Charge of a Subject's role as required. • Contribute to extra-curricular life of the school in Sport Management and/or coaching for a yearlong sport or one summer sport and one winter sport. • Participate in EOTC 	