

Job Description

Position Title:	Relief Teacher – Senior School	May 2025
Reports To:	Relief Coordinator	
Area of College:	Senior School	

Motto and Values

At the heart of St Cuthbert's College is our beloved motto: By Love Serve

For over a century, this simple yet powerful phrase has been the cornerstone of our College, guiding generations of students in leadership through service to others. As relevant today as it was in 1918, "By Love Serve" underpins everything we do at the College.

Throughout our rich history, this motto has become synonymous with what it means to be a St Cuthbert's girl.

Building on this legacy, our **SERVICE** values form a framework that encapsulates the spirit of the College.

Our values are intrinsically woven into our ethos of service:

- **SPIRIT:** We have confidence and pride in who we are and know that we are connected to something greater than ourselves.
- **EXCELLENCE:** We strive for our personal best for the greater good.
- **RESILIENCE:** We are strong in character and adaptable when approaching new challenges.
- **VALOUR:** We exemplify authenticity, courage and perseverance in matching our beliefs with action.
- **INTEGRITY:** We embody honesty and respect in our learning, communities and environment.
- **COLLABORATIVE:** We harness our diversity and unique perspectives, recognise the power of teamwork and strive for shared goals.
- **EMPATHY:** We care for one another, with kindness, compassion and humility.

These values not only reflect what it means to be a St Cuthbert's student but also embody the principles that we, as staff, strive to uphold and model every day.

Position Overview

This pivotal role involves providing high-quality teaching and learning to the students of the College, while upholding the values, policies and educational standards of the College.

The College reserves the right to review the Job Description as outlined below.

Key Accountabilities

Teaching and Learning

- Deliver engaging, effective teaching and learning programmes to students across all campuses.
- Maintain up-to-date professional skills and competencies relevant to the subject area and pedagogy.
- Support the College's pastoral care programme by fostering a positive, inclusive learning environment.
- Contribute to the development of the College's culture where students are encouraged, respected and intellectually challenged.

- Provide high-quality and effective teaching using a range of techniques, including the use of appropriate technologies and resources, in line with effective pedagogy that enhances student learning.
- Ensure up-to-date pedagogy underpins classroom practice. Modify teaching practices, as appropriate, in light of new knowledge and theory, and current teaching and assessment practices.
- Be trained and conversant in effective pedagogy.
- Participate in Faculty and College meetings, projects, events and processes as required.
- Communicate effectively with staff, students and parents/caregivers.
- Manage conflict effectively and actively work to achieve positive solutions.
- Adhere to the Teaching Council Code of Professional Responsibility and Standards for the Teaching Profession.
- Be particularly conscious of personal boundaries with students, ensuring that own conduct is appropriate, safe and transparent at all times.

Professional Development

- Pursue ongoing professional development through best practice, research-led pedagogical knowledge.

Health & Safety Responsibilities

- Adhere to the College Health & Safety policies.
- Maintain safe and organised work areas.
- Know and follow emergency procedures.
- Ensure compliance with safety regulations.

The above key tasks, responsibilities etc within this role are not meant to be limiting – rather to give an outline of essential duties of the position that may change from time to time, which will require flexibility.

Equal Employment Opportunity

St Cuthbert's College is an equal opportunity employer committed to promoting equal employment opportunities.

Key Relationships

Internal Stakeholders:

- Principal
- SLT & Directors
- Trust Board
- Head of Faculty
- Head of Subject
- Professional Services staff
- Senior School staff

External Stakeholders:

- College community: parents, caregivers and alumnae

Qualifications and Experience

- New Zealand registered teacher with a current practising certificate
- Tertiary education in a related discipline
- Educational experience

Skills, Competencies and Alignments

Key Competencies

- Outstanding interpersonal skills
- Strong writing skills
- Excellent communication abilities across all stakeholder groups
- Strategic thinking and problem-solving skills
- Strong organisational, planning and administrative capabilities
- Strong ILT skills and integrating ILT into practice

Personal Qualities

- High emotional intelligence
- Adaptable and flexible approach
- Empathetic and approachable personality
- Resilient and adaptable leadership style
- Results-oriented and self-motivated
- Proactive problem-solving mindset
- Professional demeanour and presentation

Values and Alignments

- Strong moral compass
- Commitment to the ethos and values of the College – “By Love Serve” principles
- Commitment to all-girls’ education and empowering young women
- Cultural awareness
- Values community connections
- Awareness of & commitment to educational excellence, including best practices globally