

Job Description

Position Title:	Teacher – Senior School	March 2025
Reports To:	Head of Faculty	
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 are our **SERVICE** values - 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:

- Enhancing learning outcomes for students by ensuring all activities align with and support the College's goals.
- Staying informed about the College educational standards, systems, policies, and procedures.
- Maintaining necessary training, skills, and knowledge to fulfil health and safety duties.
- Adhering to safe work practices.
- Supporting and implementing the global citizenship programme at the College.
- Keeping professional skills and competencies up to date.
- Demonstrating commitment to excellent customer service and supporting the promotion of the College to prospective caregivers and the wider community.
- Being aware of the customer-oriented nature of the work to be undertaken and being able to communicate effectively with people at all levels of the College.

- Contributing to a school culture where students are encouraged, respected, and challenged intellectually.
- Developing and implementing teaching and learning programmes consistent with effective pedagogy.
- Delivering high-quality teaching and learning programmes to students.
- Supporting the College's pastoral care programme.
- Consistently meeting professional standards and expectations for both internal and external customers.

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

Key Accountabilities

General

Team Member

- Conduct oneself in accordance with the College Code of Conduct.
- Foster collegiality in relationships across the College.
- Liaise with Deans, Deputy Deans, Head of Subject, Head of Faculty, Head of School, and Principal.
- Undertake any other duties or projects as required.
- Manage/coordinate negotiated/delegated co-curricular activities.
- Support College-wide activities and connection across Junior and Senior School and College campuses.
- Effectively and efficiently use available financial resources and assets to support improved student learning outcomes.
- Complete required documentation (e.g. student reports, teacher registration, Accounts forms, People & Culture forms, etc.) in a comprehensive and timely manner.

Reputation

- Always conduct oneself in a professional manner.
- Ensure students maintain a high standard of school uniform at all times.
- Ensure that the College presents an attractive, safe, clean, and stimulating environment always.

Global Citizenship

- Support and assist with implementing Global Citizenship initiatives.
- Be conversant in the Global Citizenship Education.
- Develop knowledge of Global Citizenship Education.

Teaching

Professional Learning

- Be proactive in keeping professional skills, competencies, and knowledge up to date.
- Attend high-quality external professional development courses at least once every three years to ensure currency in relevant role.
- Undertake performance appraisal in line with the College requirements. Reflect on own performance appraisal and demonstrate a commitment to ongoing learning to improve performance.
- Be trained and conversant in effective pedagogy.

Engagement with Caregivers

- Build positive, responsive, and engaged relationships with current and prospective parents/ caregivers.
- Act appropriately on parent/caregiver feedback and respond to communications within one working day.

- Report student progress to parents/ caregivers in a clear, meaningful, and timely manner.

Relationships

- 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.
- Contribute to and ensure Senior School events are positive and engaging, are best practice and support wider Senior School and College goals.
- Communicate with and assist the Communications Team in preparing internal and external communications relating to Senior School.

Learning-Focused Culture

- Promote the well-being of students.
- Promote and implement inclusive practices to support the needs and abilities of all students.
- Provide regular, clear, and relevant feedback to students.
- Provide students with safe EOTC experiences for them to be challenged and grow, including by completing training for safe activities and processes.
- Identify students with special learning needs and provide for them appropriately.

Design for Learning

- Ensure up-to-date pedagogy underpins classroom practice. Modify teaching practices, as appropriate, considering new knowledge and theory, and current teaching and assessment practices.
- Comply with relevant statutes, regulations, monitoring and reporting requirements.
- Ensure the curriculum meets individual student needs and is in line with changing educational requirements.

Teaching

- 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 curriculum is well-delivered and subject content is imparted effectively by planning and using appropriate teaching programmes, strategies, technology, learning activities and assessments.
- Demonstrate flexibility in a range of effective teaching techniques, including the use of appropriate technologies and resources to enhance learning.
- Evaluate and reflect on teaching techniques and programmes with a view to improvement.
- Liaise with Careers to prepare students for tertiary education and other career pathways.
- Demonstrate a development of ideas through dependence on concepts.

Tutor Teacher

- Carry out tutor teacher duties as timetabled/ required.
- Support the Deans and Deputy Deans in pastoral care.

Student Safety

- Putting student safety at the centre of all activities and interactions.
- Being particularly conscious of personal boundaries with students, ensuring that own conduct is appropriate, safe and transparent always.
- Report all concerns regarding student welfare using the appropriate processes.

Professional Responsibility

- Adhere to the Teaching Council Code of Professional Responsibility and Standards for the Teaching Profession.
- Maintain current teacher registration.
- Carry out delegated duties reliably and responsibly.

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, they 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
- Senior Leadership Team (SLT)
- Head of Senior School
- Head of Faculty
- Head of Subject
- Academic staff
- Support staff
- Students

External Stakeholders:

- College community: parents, caregivers, and alumnae

Qualifications and Experience

Professional Qualifications

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

- Educational experience; cultural sensitivity.

Skills, Competencies, and Alignments

Key Competencies

- Outstanding interpersonal skills
- Capable of building effective relationships with team members, internal teams, and customers to gain their trust and respect
- Strong writing, researching, and proofreading skills
- Excellent communication abilities across all stakeholder groups (verbal and written)
- Strategic thinking and problem-solving skills
- Strong organisational, planning, and prioritisation capabilities
- Strong ILT skills and ability to integrate 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
- Commitment to delivering on key objectives

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