



CHRIST'S COLLEGE
CANTERBURY

Each boy at his best.

POSITION DESCRIPTION

Teacher of English/HoD English

Reporting to: Assistant Principal - Curriculum

Functional Relationships:

Internal

- Executive Principal
- Assistant Principal - Curriculum
- College Executive
- Members of the Common Room and the wider school community
- Students

External

- Parents
-

Primary Function:

To lead the teaching and administration of English within the College and to teach English up to Level 3 NCEA and Scholarship

Clarification of position:

Headship of the Department is available to an innovative and effective teacher and administrator. This possibility will be discussed at interview with short-listed applicants

Remuneration:

The remuneration offered will be above State levels. Superannuation and medical insurance schemes are available after a qualifying period

Key tasks (Teacher of English):

- To teach classes as required by the Executive Principal
- To maintain a positive and co-operative working relationship with other staff and students
- To contribute actively to the pastoral care of students

- To contribute actively to the extra-curricular activities of the school, such as the coaching of a summer and a winter sport, and to include outdoor education
- To participate co-operatively in professional development and the staff appraisal process

Key tasks (HoD English):

As above and to include:

- To provide innovative leadership and effective administration of the English Department, its staff and resources
- To be a role model of best teaching practice to other English teachers
- To prepare an annual budget and administer resources and expenses within that budget
- To participate in Heads of Department meetings and provide advice to the Assistant Principal - Curriculum
- To provide the Assistant Principal - Curriculum with an annual departmental management plan and departmental report
- To manage departmental reporting to parents as necessary
- To provide Assistant Principal - Curriculum with full examination results analysis, student standards entry and results data, for submission to NZQA within the specific timeframe

Ideal Person Specification:

Essential

- Registration by the Education Council of New Zealand
- The academic qualifications, enthusiasm and confidence needed to teach English
- An up to date knowledge of the English curriculum and assessment requirements
- The skills needed to prepare and deliver enjoyable and effective lessons, using teaching strategies that provide for the needs of all students in the class, and to incorporate information and technology to enhance teaching and learning
- Excellent interpersonal and communication skills
- A professional approach and the ability to work co-operatively and effectively with colleagues to develop professional relationships
- Empathy and sensitivity to other cultures

- Ability to work independently and as part of a team

Desirable

- Experience in a pastoral role
- Experience in the coaching of a winter and/or summer sport

[November 2017]