

Hurunui College - Teacher Job Description

Name:

Responsible to: Principal

Primary Objective: To foster an educational setting that enables ākonga to develop in their academic, social and emotional capacities. The role is guided by our school values of **RISE** (Respect, Integrity, Service, and Excellence) alongside our guiding principle: “Enter to learn. Leave to serve.”

Scope: *The present document details the essential professional obligations for every educator within our school. Responsibilities pertaining to leadership, specialist duties, or Management Units (MUs) are defined within a distinct, supplemental job description.*

1. Professional Guidelines & Compliance

The teacher is required to uphold, model, and work within the following professional parameters:

- The Hurunui College School Charter, Strategic Plan, and localized Policies and Procedures.
- The Area School Teachers' Collective Agreement (ASTCA) or Individual Employment Agreement (IEA).
- Education Outside the Classroom (EOTC) Procedures and Guidelines.
- Child Protection Procedures, student safety guidelines, and safe working practices.
- The Staff Code of Professional Conduct and Protected Disclosure Guidelines.

2. Professional Standards & Code of Responsibility

The teacher must consistently meet and demonstrate the professional expectations set out by the Teaching Council of Aotearoa New Zealand:

- **The Code of Professional Responsibility:** Demonstrate an ongoing commitment to the teaching profession, to ākonga (learners), to families and whānau, and to wider society.
- **Standards for the Teaching Profession:** Consistently meet and apply the statutory **Standards for the Teaching Profession** as determined by the Teaching Council of Aotearoa New Zealand, adapting to updated frameworks (such as the 2026 Standards) as required by the Council.
- **Professional Growth & Development:** Actively engage in the school's performance management programme, including the professional growth cycle, setting annual goals and engaging in professional learning groups and targeted professional development.

3. Community & Professional Collaboration

The teacher will actively contribute to the collaborative, collective environment of our rural area school:

- Attend and constructively contribute to staff, parent, whānau, and student meetings.
- Participate in school activities, events, and initiatives beyond the standard classroom by mutual agreement.
- Supervise and support other staff, community workers, and parent helpers as required to ensure safety and alignment with school values.

4. Day-to-Day Operational Expectations

To ensure the smooth, safe, and efficient running of Hurunui College, the teacher will:

- **Presence & Punctuality:** Maintain a reliable professional presence on site during core school hours (8:30 AM – 3:15 PM), ensuring readiness for all timetabled classes and duties.
- **Duty of Care:** Be visible, proactive, and punctual during scheduled playground and rolling duties to ensure student safety and well-being.
- **Administration & Accuracy:** Maintain accurate, real-time electronic attendance registers. Provide precise assessment data, student reports, and NZQA documentation within designated timelines.

- **Communication:** Check and respond to professional emails daily during term time to maintain clear lines of communication across the staff.
- **Relational Standards:** Model the school's behavior management plans consistently, treating colleagues and students with high professional respect and safeguarding confidential information.
- **Health & Safety:** Proactively follow school health and safety procedures, identifying, reporting, and minimizing potential workplace or student hazards.
- **Professional Image:** Maintain a standard of dress that projects a professional appearance, aligned with the expectations we place on our students.
- **Ambassadorship:** Represent Hurunui College positively and professionally within the wider North Canterbury community.

Signed: (Teacher)

Date:

Signed: (Principal)

Date: