

POSITION DESCRIPTION

TIC Hard Materials (Technology)

A PREAMBLE:

All staff at Bethlehem College are expected to model a life based upon a personal commitment to Christ, with consistent expression of the fruit of the Spirit, as well as the exercise of various gifts and talents. In accord with the College's Mission statement, staff will model both service to, and leadership of, their class based on a biblical understanding of these concepts.

HOD'S and TIC'S have a clear responsibility for setting and maintaining the high standards of both teachers and students. As such, you make a major contribution, both to the spiritual climate and to the academic success of the College. For all of this we depend on God and His promise to *'make all grace abound to us, so that in all things at all times, having all that we need, we may abound in every good work.'* (II Corinthians 9:8)

B TEACHING ROLE:

To take responsibility for teaching and learning in your classes, ensuring that both the requirements of the National Curriculum Statements and the School Scheme Documents are followed. It is expected that all subjects will be taught from a Biblical perspective, as expressed in the College's Special Character and Mission Statements.

C PROFESSIONAL LEADERSHIP:

1. To oversee the implementation of the Hard Materials Curriculum across Years 9 - 13, ensuring that this is taught from a Biblical Christian perspective.
2. Give regular advice and guidance (where appropriate) to all classroom teachers in the department. This will include visiting classes, assisting with teacher appraisal, facilitating the PD needs of staff being met.
3. Meet regularly as part of the HOD / TIC Committee, reporting and advising on the implementation of the Hard Materials Curriculum
4. Responsible for the preparation of full schemes of work, ensure their implementation and in conjunction with the Head of Technology, regularly review them, keeping up with requirements such as NCEA.
5. Complete and maintain departmental guidelines setting out procedures and expectations for teachers.
6. Lead regular department meetings with teachers in the subject area and record your minutes using the BC meeting minute template.
7. Lead your team in a way that emphasises teamwork, utilising the particular gifts and talents of each teacher, while providing generous support for each other.
8. Your first meeting of the year should define your departments objectives and especially your student achievement targets for the year.
(Targets selected need to be based on a review and analysis of student achievement results as well as school wide goals.)
9. Ensure and support the staff throughout the year in carrying out the work necessary to achieve the departments annual goals.
10. Ensure teachers analyse and appropriately use assessment information to inform their teaching.
11. Establish quantity and standards of work for various levels/classes. Approve all formal tests or exams.
12. Regularly see examples of written work of each class, ensuring that marking is accurate and fair.
13. Oversee and check the accuracy and appropriateness of all written reports from team members.
14. Carry out an annual review of the effectiveness of your department with special emphasis upon the quality of teaching and learning and the degree to which student achievement targets have been met.

D ORGANISATIONAL RESPONSIBILITIES:

1. Keeping good records such as minutes of meetings, dates of visits to teachers, books inspected etc.
2. Managing the budget and expenditure
3. Inventory, stocktaking, rostering and maintaining of all teaching materials including text books and equipment

4. Ensure complete records of student work are kept, including verification of all student NCEA grades for internal standards, the safe keeping of all student NCEA material including exemplars and benchmarks.
5. Prepare suitable material for NCEA Moderation process.

E GENERAL RESPONSIBILITIES:

1. to take part in daily staff devotions and to attend all relevant staff meetings
2. to take part in Christian professional development meetings as required
3. to keep up to date with current curriculum requirements
4. to complete accurately and appropriately as required by the Head of Secondary and/or Assistant Head of Secondary, Senior Curriculum all tasks of planning, evaluation and record keeping
5. to help maintain and care for all teaching resources and equipment within the department/s
6. to assist students in the use of information and other relevant technologies
7. to assist the College in other general duties such as playground duty, buses, tuition classes etc.
8. to work with other staff in the planning and preparation of co-curricular (cultural, sporting and outdoor education) programmes as well as assistance at them as appropriate
9. to attend official College functions which may be held outside of normal school hours
10. to be available after school to work with other staff and/or meet with parents as necessary

F SPECIFIC RESPONSIBILITIES

1. to lead the Hard Materials departments
2. to teach Hard Materials classes across Years 9 -13
3. Take a K group and teach a Christian Living class
4. other responsibilities as agreed from time to time

G APPRAISAL

All aspects of the College's Appraisal and Attestation Programme for teachers must be completed each year.

H ACCOUNTABILITY

For daily supervision to the Head of Technology and for employment matters to the Principal. All TIC's are responsible to their HODs and should expect their support, advice and guidance in the TIC leadership role.

I FUTURE ADJUSTMENTS

This is the current description for this position, and will remain in place unless there is a change to your role. The College has the right to adjust this role to an equivalent position, but with reasonable notice. If the 'status' is adjusted, this will be by mutual agreement, and will be done using appropriate contractual procedures, e.g. 2.13.1 & 3.4.9 (Teacher's Collective Agreement)

TEACHER PRINCIPAL DATE