



## Teacher – Job Description

**Reports to:** Head of Primary or Head of High School

### 1. Introduction

As a teacher at Manukau Christian School, you play a vital role in shaping the hearts and minds of the next generation. Your commitment to academic excellence, spiritual formation, and the development of Christian virtues will have a lasting impact on your students and the wider community.

**Mission Statement:** Pursuing academic excellence to develop responsible and courageous disciples who apply Christ's kingship to all of life.

**Vision Statement:** Our vision is to cultivate generations of students who embody Christian wisdom, strength, and virtue, living out their faith boldly and effectively in all areas of life. We seek to prepare our students to be influential leaders who will impact their families, churches, and society for Christ, from one generation to the next.

### 2. Overall Responsibilities

- (a) Embrace and actively support the mission of Manukau Christian School in all aspects of teaching and interaction with students.
- (b) Align all teaching practices with the school's vision, striving to cultivate students who are prepared to apply their Christian faith in every sphere of life.

### 3. Teaching Responsibilities

- (a) Become familiar with and follow all requirements of the MCS Staff Manual, Policy Statements and instructions of the Principal, Executive Officer, Head of Primary School, Head of High School and/or Trust;
- (b) Make adequate preparation for teaching work, ensuring that lessons are designed to promote educational progress, spiritual growth, and moral development, reflecting the virtues of wisdom, strength, and humility;
- (c) Actively incorporate a biblical worldview into all subject areas, helping students understand and apply Christian principles to their studies;
- (d) Keep a set of regularly written short and long term planning documents linked to the Cambridge curriculum (where appropriate) available for review by senior management;

(e) Keep such records including academic results and anecdotal notes of behavioural incidents as will adequately support the teaching programme including those records required to be kept by the Principal, Head of Primary School or Head of High School.

#### **4. Classroom Management and Curriculum Responsibilities**

(a) Maintain a well-organized, disciplined classroom environment that reflects the school's commitment to order, respect, and academic rigor.

(b) Ensure classroom area and communal areas are tidy and kept in an orderly condition;

(c) Uphold and model the school's traditional, teacher-directed educational approach, ensuring a knowledge-rich curriculum that emphasizes direct instruction over inquiry-based methods.

(d) Take all reasonable care to ensure that equipment under the employee's control is in safe and sound condition and is not left in a condition that may cause damage or injury to other employees persons or material objects;

#### **5. Interaction with Parents**

(a) Meet with parents after school as necessary

(b) Conduct parent-teacher interviews twice a year (or as directed by management) outside of normal school hours,

(c) Emphasize by word and conduct the partnership between the school and parents in the Christian education of their children.

#### **6. Professional Development**

(a) Attend ten-minute daily briefings at 8.00am, and one staff meeting each week;

(b) Attend in-service training up to 6 days per year during school holidays as directed by the Principal or Trust;

#### **7. Administrative Responsibilities**

(a) Check and respond to email communication in a timely manner, ensuring that emails are checked before school in the morning and after school, with replies sent as necessary.

(b) Communicate needs and issues promptly with the administration team, responding to requests for information or assistance in a timely and professional manner.

#### **8. Additional Responsibilities**

(a) Maintain an appropriate standard of dress and presentation in keeping with the staff dress code;

(b) Perform other duties as assigned by the Principal, Executive Officer, Head of Primary School or Head of High School to ensure the smooth and effective operation of the school.