



RENEW SCHOOL

2026

Teacher Position Description

Position Title: Head of Learning Area (HOLA) - English

Staff Member:

FTTE: 1.0

Reports To: Principal / Associate Principal (Secondary / Primary)

I. Core Purpose & Special Character

This section is the foundation for all staff members at the school.

- **Faith Leadership:** To serve as a teacher and motivator, maintaining classroom operations consistent with the standards of excellence, character, and Biblical principles.
- **Spiritual Stewardship:** To commit to regular prayer for the students and families within your care.
- **Institutional Identity:** To uphold and actively promote the Special Character Statement as outlined in the school's Integration Deed of Agreement.

II. Professional Practice & Standards

This section ensures accountability to the New Zealand Teaching Council.

- Pedagogical Cycle: Implement the full cycle of planning, teaching, assessing, and evaluating learning programmes in accordance with Professional Teaching Standards.
- Professional Growth: Actively participate in the Professional Growth Cycle (PGC), all staff meetings, and professional development (PD) opportunities.
- Policy and Procedures Compliance: Adhere to all policies and procedures as outlined in Schooldocs and *Secondary Teacher Classroom Responsibilities*.
- Operational Duties: Fulfill all designated supervision, duties, and rostered school-wide responsibilities.

III. Specific Teaching & Pastoral Portfolio

- Classroom/Subject Responsibility: To teach assigned classes as per the timetable assigned by the school.
- Pastoral Ownership: Act as the primary advocate for the welfare and progress of students within the assigned classes or cohorts.
- Collaborative Practice: Liaise with the Associate Principal and teaching peers regarding classroom programmes, resource sharing, and student welfare.
- Support Staff Leadership: Supervise and provide clear direction to any Teaching Assistants or Teacher Aides appointed to support your students.

IV. Management & Leadership Responsibilities (The "Plus" Component)

- Portfolio Title: HOLA English (1 x Permanent MU)
- Strategic Oversight: As per HOLA Position Description
- Resource Management: As per HOLA Position Description
- Stakeholder Engagement: Professional and regular communication with staff and SLT, Positive & regular communication with whānau, reporting as instructed by SLT, attending & engaging in Renew School events. (*For example: Weekly 'newsletter'; twice yearly report; parent-teacher hui; communication with AP and relevant staff.*)