



The Catlins Area School

Te Kura Taumata O Catlins | To be the best you can be

Position Description for: Teacher

Responsible to: The Principal

Directly responsible to: Junior and Middle Leader with responsibility for learning area

Relationship with: All other Teaching Staff / Support Staff

Responsibilities

1. Classroom Responsibilities

To provide, as practicable, learning opportunities for every child relative to their needs, abilities and stages of development, establishing effective relationships with students based on mutual respect, as practicable, recognising the individuality of each student, ensuring an effective and challenging learning environment and ensuring the classroom is an attractive and welcoming place.

2. Planning, Curriculum and Organisation Responsibilities

To prepare lesson plans, develop and manage classroom resources, teach subjects according to curriculum goals and objectives set by the New Zealand Curriculum and school policy, marking and evaluating students' work, recording results and completing reports and profiles on student achievement. Attend relevant meetings and briefings.

3. Professional Development

As far as is possible to keep abreast of teaching and educational developments, attending teacher development programmes, participating in in-service courses as requested and attending professional meetings as scheduled by the Principal.

4. General Contribution to School Life

To support the wider educational, collegial and cultural life of the school, leading by example in supporting standards expected of people at the school. Participate and/or Lead Extra-Curricular activities. Contribute to the Careers Programme as and when required.

5. Community Responsibilities

As per school policy, to report to parents, caregivers, guardians and other relevant community members on the progress and development of the students in the teacher's care. To be available on occasions to meet with parents, caregivers, guardians to discuss the progress and development of the students in the teacher's care as the school requests. To participate in the Mentoring and Conferencing Programme as and when required.

6. Key Tasks

- a. To undertake teaching programmes which demonstrate competency in the relevant curriculum, sound knowledge of current learning and assessment theory, a sound knowledge of current issues and initiatives in education including Māori education strategies.
- b. To demonstrate a commitment to personal growth and knowledge.

The Catlins Area School
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c. To demonstrate expertise in the practice of teaching, learning activities and assessment, highly effective teaching techniques, evaluation, appraisal and reflection on own and other teaching practices with the aim of improvement. Use of the Teaching as Inquiry model to inquire into your own practice.

d. To manage students effectively in that constructive relationships are established, individual student needs are responded to, a positive and safe physical and emotional environment is maintained, an environment is created which encourages respect and understanding, the environment encourages purposeful work.

e. To develop understanding and skills in basic Te reo Māori, protocol and functions.

f. To communicate effectively to students, staff, families, whanau and caregivers. g.

To maintain an effective and supportive working relationship with colleagues. h. To

undertake other tasks as requested by the school

7. Excellence in Teaching

Excellence in teaching is defined as the ability to:

- Plan appropriately and correctly
- Provide good and constructive feedback
- Be aware of the need to teach subject literacy and numeracy
- Be Information Technology literate and able to integrate Information Technology into the teaching / learning process
- Be willing to update and up-skill as required
- Teach social and cooperative skills
- Teach self-management skills
- Articulate high expectations and have in place procedures and practices which encourage the same
- Use a wide variety of appropriate assessment techniques
- Use assessment to encourage learning and development
- Adapt teaching style and content to the learner
- Scaffold learning using modelling, demonstrating, multiple examples, extensive practice and review

8. Appraisal and Attestation

To participate in the school Appraisal and Attestation processes.

9. Community of Learning

To participate in the training and opportunities presented by the Community of Learning as and when they arise.