



PUKEKOHE HIGH SCHOOL

“Pukekohe High School is a positive place of learning”

“he wāhi whaimana ki te rapu mātauranga”

Mission statement

**Job Description
Classroom Teacher
October 2020**

Position Title	Teacher of Mathematics	Job Status	Permanent
Reports to	Head of Department	Department	Mathematics
Working Relationships	Principal, Senior Leadership Team, Teachers, Staff, Students, Members of the School Community, and external groups and providers		

Key Tasks and Responsibilities

Classroom Responsibilities

- To provide, as practicable, learning opportunities for every student relative to their needs, abilities and stages of development establishing effective relationships with students based on mutual respect

Planning, Curriculum and Organisation Responsibilities

- To prepare lesson plans, develop and manage classroom resources, teach subjects according to curriculum goals and objectives set by syllabuses and school policy, marking and evaluating students' work, recording results and completing reports and profiles on student achievement as per school policy.

Key Tasks

- a) To undertake teaching programmes which demonstrate:
 - Competency in the relevant curriculum
 - A sound knowledge of current learning and assessment theory
 - A sound knowledge of current issues and initiatives in education including Maaori education
- b) To demonstrate a commitment to personal growth and knowledge.
- c) To demonstrate expertise in:
 - The practice of teaching, learning activities and assessment regimes
 - Highly effective teaching techniques
 - Evaluation, appraisal and reflection on own and other teaching practices with the aim of improvement

- 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 Te Reo Maaori and tikanga
- f) To communicate effectively to students, staff, families, whānau and caregivers.
- g) To maintain an effective and supportive working relationship with colleagues.
- h) To undertake other tasks as requested by the school

Excellence in Teaching

Staff at Pukekohe High School are expected to display 'excellence' in teaching at all times. Excellence in teaching is defined as the ability to:

- Provide a culturally responsive classroom environment
- Plan appropriately and correctly
- Provide constructive feedback and feedforward
- Be aware of the need to teach subject literacy
- Be aware of the need to teach subject 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 collaborative 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's profile of learning
- Scaffold learning using modelling, demonstrating, multiple examples, extensive practice and review

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.

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 to meet with parents, caregivers, guardians to discuss the progress and development of the students in the teacher's care as the school requests.

Professional Development

- To keep abreast of teaching and educational developments, attending teacher development programmes, participating in professional learning as requested and attending professional meetings as scheduled by the Principal, participating in the professional development cycle as per the school's appraisal programme.

Appraisal and Attestation

- To participate in the school Appraisal and Attestation processes

Key Responsibilities of all Pukekohe High School employees

All employees of Pukekohe High School:

- Must conduct themselves in a professional and appropriate way at all times, with staff, students, parents and members of the school community;
- Must always be punctual, be dressed appropriately, perform your job diligently and respect fellow employees;
- Must always use appropriate language in verbal and written communication. Offensive, or obscene language is not tolerated by the school;
- Must always comply with all Board policies which are found on the school website;
- Must always take steps to comply with the school's health and safety requirements by keeping themselves and others safe while at work;
- Must always comply with the instructions of the Principal and the Board;
- Never do anything which brings or has the potential to bring Pukekohe High School into disrepute.

The employee understands that they may be required to undertake such other duties as directed by the Principal from time-to-time. The school may also amend this Job Description on reasonable notice after consultation with the employee.

Declaration:

I _____ (full name of employee), confirm that I have read, understood and agree to be bound by the Job Description. I was given an opportunity to seek independent advice before signing this Job Description.

Signed by:	
Date:	
Signed by Principal:	
Date:	

