# WESTLAND HIGH SCHOOL
## Te Kura Tuarua o Hokitika
EXPERIENCE SUCCESS TOGETHER
PIKI KOTAHI KI TE TAUMATA

**Job Description** **Teacher, Westland High School**

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|---|---|
| Name | |
| Position Title | Teacher Mathematics |
| Reports to | Principal, HoLA - Mathematics |
| Direct Reports | Nil |
| Working Relationships | *External:* Whanau, Community, Ministry of Education, Kāhui Ako.<br><br>*Internal:* Board of Trustees, Principal, Senior Leaders, HoLA Mathematics |

**Employment Status:**

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| Employment Status | Permanent, Full-time | Commences: January 2027 |

**Introduction**
The following are the duties and responsibilities as delegated by the principal consistent with the goals and objectives of the School Charter.

**Purpose of the position**
Teachers are responsible to the principal for curriculum delivery, curriculum content, assessment of student progress, reporting to parents and other delegated responsibilities at the discretion of the principal. This Job Description sets out teachers' duties and responsibilities and forms the reference point for Performance Appraisal.

**Accountability**
All teachers are accountable to the principal, who is responsible to the Westland High School Board of Trustees for the performance of all staff.

**Extent of Authority**
1. Teachers operate within legal requirements, the School's Charter and policies.
2. Each teacher is responsible for the welfare and education of children and classes assigned by the principal, and for any other duties delegated by the principal.

**Work Relationships:**
Teachers:
1. Give priority to ensuring the well-being and educational achievements of their pupils;
2. Work effectively as members of a staff team;
3. Have positive relationships with parents;
4. Help to promote the best interests and good image of the school.

**Professional Responsibilities & Standards**
All teachers are required to meet The Code of Professional Responsibility and Standards for the Teaching Profession as described in *Our Code Our Standards* (Education Council, NZ

# STATEMENT OF RESPONSIBILITIES

## Part A: Generic Responsibilities

Every teacher is expected to take full part in the general life, activities and work of the school and is expected to professionally engage in, and meet, the following generic responsibilities.

| Responsibility | Expected Outcome |
|---|---|
| Teacher Professional Standards | Every teacher will meet their appropriate professional standards as described by the Ministry of Education and the Education Council NZ including Tātaiako: Cultural Competencies for Teachers of Māori learners. |
| School Strategic Plan | Every teacher will meet the commitments and obligations of the Westland High School Strategic Plan and Annual Implementation plan |
| School-Wide Initiatives & Priorities | Every teacher will support, develop and implement WHS Board of Trustees approved school wide initiatives and priorities. |
| Code of Professional Responsibilities | Every teacher will meet the high standards for ethical behaviour that is required by the Education Council NZ. |

## Part B: Specific Responsibilities

Every teacher will have specific roles and responsibilities that make their position unique within the school. The table below identifies those specific roles and responsibilities for your job together with the expectations the school has for their successful achievement.

| Responsibility | Expected Outcome |
|---|---|
| Homeroom or Classroom | Teach Mathematics to students as a specialist subject. Other subjects may be required to be taught to serve the curriculum delivery requirements of the school. |
| Professional knowledge | Demonstrate competence in relevant curriculum areas.<br>Demonstrate a sound knowledge of current learning and assessment theory.<br>Demonstrate sound knowledge of current issues and initiatives in education, including Māori education |
| Professional development | Demonstrate a commitment to their own ongoing learning<br>Participate individually and collaboratively in professional development activities<br>Continue to develop an understanding of the Treaty of Waitangi. |
| Teaching techniques | Plan and use appropriate teaching programmes, strategies, learning activities and assessments<br>Demonstrate flexibility in a range of effective teaching techniques<br>Make use of appropriate technologies and resources<br>Impart subject content effectively<br>Evaluate and reflect on teaching techniques and strategies with a view to improvement. |
| Student management | Manage student behaviour effectively<br>Establish constructive relationships with students<br>Be responsive to individual student needs<br>Develop and maintain a positive and safe physical and emotional environment |

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| | Create an environment which encourages respect and understanding<br>Maintain a purposeful working environment. |
| Motivation of students | Engage students positively in learning<br>Establish expectations which value and promote learning. |
| Te Reo me ona Tikanga | Continue to develop understanding and skills in the appropriate usage and accurate pronunciation of Te Reo Māori<br>Demonstrate an understanding of basic Māori protocols when opportunities arise |
| Effective communication | Communicate clearly and effectively in either or both of the official languages of New Zealand.<br>Provide appropriate feedback to students.<br>Communicate effectively with families, whanau and caregivers.<br>Share information with colleagues and report to the Board.. |
| Support for and cooperation with colleagues | Maintain effective working relationships with colleagues<br>Support and provide assistance to colleagues in improving teaching and learning |
| Contribution to wider school activities | Contribute positively to the life of the school and its community. |
| Professional Development and Review | Each teacher is expected to set professional goals and participate in the WHS Professional Growth Cycle..<br>Professional Growth Cycle discussions with the HoLA will help identify strengths, highlight issues needing assistance and confirm professional goals.<br>Performance will be reviewed with respect to the effectiveness with which the key roles detailed in this job description are being performed. |
| Other Duties | Any other duties the Principal may require from time to time. |

**Annual Goals**

| Relevant Annual Goals | PGC Indicators |
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| To be determined in consultation with the schools Strategic Plan and the Annual implementation plan. | Completion of at least one teaching observation, student voice survey with reflection, a summary of professional learning undertaken and PGC summary sheet. |

**Declaration:**

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| Approved by Principal: | Andrew Pardoe-Burnett |
| Date approved: | *October 2026* |
| Reviewed: | |
| Acceptance of Appointee: | |