Te Haikura A Kiwa

JOB DESCRIPTION

POSITION TITLE	**TEACHER**
REPORTS TO	**DIRECTLY ACCOUNTABLE TO CURRICULUM LEADERS/HOF's**
WORKING RELATIONSHIPS	**FUNCTIONAL RELATIONSHIPS:** • PRINCIPAL • SENIOR LEADERSHIP TEAM • PASTORAL CARE TEAM • SUPPORT STAFF

KEY RESPONSIBILITIES
Curriculum Delivery
• Deliver the curriculum effectively to the levels required as set out in the Curriculum Areas. • Use effective teaching strategies which include: 1. The design and planning of learning sequences. 2. Utilize effective techniques to engage pupils in learning motivation. 3. Setting achievable, measurable goals. 4. Regularly provide feedback to pupils on their progress. • Contribute to the development and review of programs and resources. • Attend and contribute to Curriculum Area meetings/events. • To be competent in the delivery of relevant curriculum, have a sound knowledge of the New Zealand Curriculum Framework and of learning and assessment theory. • To demonstrate a commitment to ongoing learning and participate individually and collaboratively in professional development activities. • To actively participate in the school's performance appraisal process. • To reflect on personal teaching techniques and strategies (practice) with a view to improvement. • To establish high expectations that value and promote learning. • To continue to develop understanding and skills in the appropriate usage and accurate pronunciation of Te Reo Maori.

ASSESSMENT AND REPORTING

- Demonstrate a working knowledge of the importance of feedback in pupil learning.
- Follow the Curriculum Area requirements of assessment and recording of pupil progress.
- Assist with the preparation, auditing and marking of assessment tasks.
- Mark and assess each student's work regularly and promptly.
- Meet deadlines for reporting to students and parents/caregivers.
- Respond promptly to parental enquiries.
- Communicate problems of course completion to students/caregivers/appropriate staff.

STUDENT MANAGEMENT AND PASTORAL CARE

- Develop a classroom culture in which individuals are encouraged, respected and challenged intellectually, physically and socially.
- Be a positive, enthusiastic teacher, establish high expectations and motivate pupils to achieve.
- Recognise individual differences and provide for a variety of learning modes and groupings.
- Develop classrooms where students feel valued, safe and focused on learning.
- Have consistently high expectations of behaviour for students and work to maintain them using Schoolwide systems energetically and appropriately.
- Recommend Students for awards and accolades.
- Proactively adopt the role of Tutor Teachers and support the Te Haikura A Kiwa / Home partnership, including contacting families by phone at regular intervals.

RESOURCE MANAGEMENT

- Ensure that the classroom is an attractive, orderly place, where equipment and
- Resources are well managed.
- Follow Curriculum Area procedures for issuing and returning learning resources.
- Maintain texts and equipment in good condition.
- Contribute to the identification and review of potential resources.

GENERAL RESPONSIBILITIES

- Support the corporate life of the school by attending staff briefings, doing duty, following requirements of a Tutor Teacher, and maintaining Te Haikura A Kiwa standards and expectations.
- Take part in the school committee structure and represent the Curriculum Area where arranged.
- Maintain a high standard of professional conduct at all times. Act as a positive role model for student behaviour.
- Uphold the School's image in the community.
- Support and provide assistance to colleagues in improving teaching and learning.
- Be involved in leading one summer and one winter co-curricular activity.

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Employee Name

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Employee Signature

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Date: