TEACHER
JOB DESCRIPTION

JAMES HARGEST COLLEGE KEEP FAITH

Position: Permanent, Full-time Teacher - Year 7-8

Name:

Tenure:

Permanent Full Time	
Permanent Part Time	
Part Time	
Long Term Relieving Full Time	
Long Term Relieving Part Time	

Responsible to: Associate Principal and Group Leader
Note: Performance Expectations for each Key Task are further defined in the relevant version of "Professional Responsibilities and Standards" as per Secondary Teachers' CA.

Any Additional Detail:

KEY TASKS / DIMENSIONS	EXPECTED OUTCOMES
1. Professional Knowledge	• Depth of the appropriate curriculum knowledge is displayed in lesson content and planning. • Knowledge of current learning and assessment theory and developments is demonstrated in both lesson planning, and design of assessment tasks. • Knowledge of current issues and initiatives is displayed. • Accurate student records are maintained.
2. Professional Development	• Both School and State requirements for Personal Growth Cycles are fully complied with. • Opportunities for professional development are taken as appropriate. • Ensure personal curriculum knowledge is up to date and relevant.
3. Teaching Techniques	• Adequate planning (both short and long term) is carried out for each roopu. • A wide range of teaching techniques is used. • Appropriate specialist resources / equipment are used well. • The classroom environment is well organized and attractive. • Lesson planning is appropriate and taken into account the ability profile of the roopu.
KEY TASKS / DIMENSIONS	**EXPECTED OUTCOMES**
4. Student Management	• Student behaviour is effectively managed. • Disciplinary techniques are used positively and judiciously. • Individual learning needs are recognised and catered for as far as possible. • A positive, safe, physical and emotional environment is created.
5. Motivation of Students	• Interactions with classes and individual students are such that motivation and effort are built up. • An appropriate interpersonal manner with students is displayed.

	• A genuine enthusiasm for the role of teacher in general, and for the curriculum area in particular is communicated.
6. Te Reo me ōna Tikanga	• Respect is given to Māori protocol whenever appropriate. • Pronunciation of Māori names, etc. is as accurate as possible. • Opportunities for staff development in Te Ao Māori are taken up. • Culturally responsive practice.
7. Effective Communication	• Oral and written communication with students, colleagues and whanau is appropriate and clear. • Instructions and explanations to classes are clear. • Board work and written instructions are clear and well presented. • Comments on Reports are appropriate and clear.
8. Support for and Cooperation with Colleagues	• Good collegial relationships are developed. • A positive contribution to the subject department is made. • School-wide policies and procedures are complied with and supported. • A collegial approach to sharing ideas, skills and knowledge with fellow staff members is demonstrated.
9. Contribution to wide School Activities	• Full participation in the operational procedures of the school, such as: homeroom teacher tasks, duty, report evenings, etc. is given. • A contribution is made to other areas of school life according to the strengths and interests of the teacher.

Teacher's Signature:

Principal's Signature:

Date Appointed / Reviewed: