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

Job Description **Teacher, Westland High School**

Name	
Position Title	Teacher (Homeroom) Year 7/8
Reports to	Principal through the HoLa Junior School
Working Relationships	*External:* Whanau, Community, Ministry of Education, Kāhui Ako Lead Principal, Toki Pounamu PLD Facilitators. *Internal:* Board of Trustees, Principal, Senior Leaders, Middle Leaders, Teachers, Support Staff and Students.

Employment Status:

Employment Status	Full time Permanent	Commences: Term 1 2027

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

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 the standards for the teaching profession as described by the Teaching Council NZ including Tātaiako: Cultural Competencies for Teachers of Māori.
School Charter	Every teacher will meet the commitments and obligations of the Westland High School Charter (vision, values, goals and policies).
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 - Our Code, Our Standards	Every teacher will meet the Code of Professional Responsibility and Standards for the Teaching Profession that is required by the Teaching 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	Teach a range of subjects to and responsibility for students in a Homeroom environment.
Professional knowledge	Demonstrate competence in relevant curriculum Demonstrate a sound knowledge of current learning and assessment theory Demonstrate sound knowledge of current issues and initiatives in education, including Māori education
Professional development	Demonstrate a commitment to their own ongoing learning Participate individually and collaboratively in professional development activities Continue to develop understandings of the Treaty of Waitangi.
Professional Standards for Secondary Teachers	Develop an accurate understanding of the nine Criteria for Quality Teaching Meet the Criteria for Quality Teaching through the dimensions for the relevant category of Beginning, Classroom or Experienced teacher
Teaching techniques	Plan and use appropriate teaching programmes, strategies, learning activities and assessments Demonstrate flexibility in a range of effective teaching techniques Make use of appropriate technologies and resources Impart subject content effectively Evaluate and reflect on teaching techniques and strategies with a view to improvement.
Student management	Manage student behaviour effectively Establish constructive relationships with students

	Be responsive to individual student needs Develop and maintain a positive and safe physical and emotional environment Create an environment which encourages respect and understanding Maintain a purposeful working environment.
Motivation of students	Engage students positively in learning 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 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 Provide appropriate feedback to students Communicate effectively with families, whanau and caregivers Share information with colleagues.
Support for and cooperation with colleagues	Maintain effective working relationships with colleagues 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. PGC discussions with the HOLA will help identify strengths, highlight issues needing assistance and confirm professional goals. 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 reasonably require from time to time

Annual Goals

Relevant Annual Goals	PGC Indicators
To be determined	

Declaration:

Approved by Principal:	November 2026
Date approved:	
Reviewed:	
Acceptance of Appointee:	