POSITION DESCRIPTION
PRIMARY TEACHER

The class teacher is responsible to the Head of Primary for the effective and efficient management of their class and for supporting the learning, development and wellbeing of each child.

The class teacher plays a central role in creating a safe, supportive and stimulating learning environment. As a mentor, guide and positive role model, the class teacher fosters respectful relationships and supports each child to reach their full potential.

GENERAL STATEMENT OF ACCOUNTABILITY (Responsibilities)

The class teacher shall:

- act in a professional manner at all times
- uphold the standards of the school
- be energetic, enthusiastic, highly motivated, innovative and loyal to the school
- work professionally and harmoniously with staff, students and parents/caregivers
- maintain positive communication with parents/caregivers
- be considerate towards, supportive of and willing to work with, all other staff members
- be keen to develop both personally and professionally, engage positively with professional networks and associations, and participate in school-based professional development
- encourage and respect each child for who they are and for their efforts
- communicate positively with children at all times, showing due respect for their efforts and providing positive feedback
- lead Primary Chapel services as rostered
- prepare and lead class assemblies as rostered
- contribute to the wider life of the school through co-curricular involvement, duties and responsibilities
- actively engage in the school's Professional Growth Cycle, reflecting on teaching practice, maintaining appropriate professional records and participating in lesson observations and professional conversations
- maintain teacher registration and a current practising certificate
- meet the Teaching Council's Standard for the Teaching Profession and uphold its Code of Professional Responsibility.

THE CLASSROOM

The class teacher shall:

- maintain a bright, tidy and interesting classroom
- report any maintenance concerns promptly
- expect all children to maintain personal and classroom tidiness
- change displays at regular intervals, predominantly showcasing children's work to retain impact and student interest
- display children's work with respect

- encourage the children to take pride in their classroom, locker area and public spaces.

CLASS ADMINISTRATION

The class teacher shall:

- take attendance daily and keep a class register
- report any absences not accounted for by 9.15am to the Attendance Officer
- retain all absence notes during the year
- refer to staff meeting minutes regularly during the year
- carry out responsibilities promptly and within given time frames
- keep the term planner and weekly class timetable up to date
- advise the office of any changes to students' addresses, telephone numbers or emergency contacts.

CLASS PROGRAMME

The class teacher shall:

- establish regular routines and parameters
- establish and maintain effective work routines
- expect good manners, consideration and care for others at all times
- expect children to stand when staff or visitors first enter the classroom for the day
- expect children to stand back for adults at doorways etc.

PLANNING

The class teacher shall:

- plan thoroughly to maximise successful learning outcomes for each child in all areas of the curriculum
- actively support the Head of Primary in shared planning, resource development and assessment
- undertake long-term and weekly planning, ensuring that these plans are available for review by senior staff
- participate in the school's Professional Growth Cycle.

TEACHING AND LEARNING

The class teacher shall:

- be familiar with and engage confidently with the New Zealand Curriculum
- demonstrate a commitment to future-focused learning
- plan and teach in line with the school's objectives and according to the needs of each child
- incorporate the use of school-wide learning management systems in teaching practice
- encourage mastery of subjects and implement targeted learning support or extension programmes as necessary
- prepare suitable materials for children who may require extension, extra work or additional support.

ASSESSMENT AND EVALUATION

The class teacher shall:

- gather a variety of data and maintain records to aid effective planning

- evaluate their own teaching programmes using a variety of assessments, reviewing teaching methods in relation to children's learning outcomes
- evaluate children's progress using a variety of assessments
- gather data and keep comprehensive summative and formative assessment records for all children
- record all appropriate data for accurate assessment, evaluation and reporting on student development and learning outcomes
- follow school-wide assessment and reporting practices, maintaining accurate and up-to-date records.

HOMEWORK

The class teacher shall:

- set regular, relevant homework at all levels (e.g. reading, writing and research for class projects), in accordance with the following daily time guidelines:
    - Year 0 – Year 2: 10–15 minutes
    - Year 3: 20 minutes
    - Year 4: 20–30 minutes
    - Year 5: 30 minutes
    - Year 6: 30–40 minutes
- expect parents/caregivers to ensure homework is completed
- expect an explanatory note from parents/caregivers on occasions where homework has not been completed
- mark children's work promptly following completion to ensure feedback remains relevant to the student.

COMMUNICATIONS WITH PARENTS/CAREGIVERS

The class teacher shall:

- communicate positively with parents/caregivers, listen carefully to their concerns and respond appropriately and proactively to their communications
- prioritise early intervention by contacting parents/caregivers as soon as a learning or behavioural concern arises that requires parental assistance or input
- use the appropriate school channels and personnel to follow up on student concerns
- contact parents/caregivers with positive reports at every opportunity
- send a class newsletter home once each term
- ensure that the Head of Primary is fully informed of any issues with students or parents/caregivers and kept up to date with progress in these areas.

SPECIFIC TO MARSDEN

The class teacher shall:

- observe school policies
- respect and uphold the Anglican special character of Marsden
- actively support the values of Marsden – the pursuit of personal excellence, resilience, creativity, service and respectful relationships
- attend school community events as required by the Head of Primary.

GENERAL RESPONSIBILITIES

The class teacher will demonstrate the following professional commitments:

COMMITMENT TO THE TEACHING PROFESSION

- by demonstrating a commitment to providing high-quality and effective teaching
- by engaging in professional, respectful and collaborative relationships with colleagues
- by demonstrating a high standard of professional behaviour and integrity
- by demonstrating a commitment to tangata whenuatanga and Te Tiriti o Waitangi partnership in the learning environment
- by contributing to a professional culture that supports and upholds the Code of Professional Responsibility.

COMMITMENT TO LEARNERS

- by promoting the wellbeing of learners and protecting them from harm
- by engaging in ethical and professional relationships with learners that respect professional boundaries
- by respecting the diversity of the heritage, language, identity and culture of all learners
- by affirming Māori learners as tangata whenua and supporting their educational aspirations
- by promoting inclusive practices to support the needs and abilities of all learners
- by being fair and effectively managing their own assumptions and personal beliefs.

COMMITMENT TO FAMILIES AND WHĀNAU

- by engaging in relationships with families and whānau that are professional and respectful
- by engaging families and whānau in their children's learning
- by respecting the diversity of the heritage, language, identity and culture of families and whānau.

COMMITMENT TO SOCIETY

- by promoting and protecting the principles of human rights, sustainability and social justice
- by demonstrating a commitment to a Te Tiriti o Waitangi-based Aotearoa New Zealand
- by fostering learners to be active participants in community life and engaged in issues important to the wellbeing of society

These statements are adapted from Ngā Tikanga Matatika | The Code of Professional Responsibility, as published by the Teaching Council of Aotearoa New Zealand.