PETONE CENTRAL SCHOOL
16 Britannia Street
A vibrant local place of learning and achievement
Trina Bennett
Tumuaki/Principal
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Position Description – Scale A Teacher

Date:
Name :
Registration status : **Expiry:**
Reporting to: The Principal
Agreement: Primary Teachers Collective Agreement
Area: Classroom Teacher

Job purpose:
The primary purpose of this position is to provide high quality teaching and learning programmes to meet the diverse and ever changing needs of the classroom. You are encouraged and supported to build strong relationships with the principal and other members of the leadership team and all other staff in the school as well as students, families and members of the wider school community. It is important for you to recognise yourself as a role model and therefore always on duty.

Being responsible for good practice

- Successfully teach in the classroom.
- Ensure data is analysed and discussed and drives future teaching and learning programmes.
- Ensure planning and documentation follow the school's practices and are in line with the development plan. E.g Strategic Plan/Roadmap to Success
- Where appropriate put in place programmes of support for the children. Where appropriate make referrals to other agencies with guidance from the Associate Principal
- Ensure a consistent classroom behaviour management system is in place across the class.
- Be an active member of Staff.
- Support all Staff.

Person Specification, skills and qualifications for Scale A teacher

- Be a team player and demonstrate inclusiveness and respect to all members of staff, student body and the wider community.
- Have an understanding and commitment to evidence based practice.
- Cooperatively work in the planning team to use data to drive teaching and learning.
- Be open, warm, and flexible in dealing with colleagues, students and community.
- Be willing to share and contribute at all levels of the school
- Implement, monitor and review teacher as inquiry, using it to inform teaching and learning.
- Incorporate Te Reo Māori throughout programme.

Whole School Administration Support

- Participate in individual, and Whole School professional development (Te Reo Māori and Literacy PLD as required)
- Provide positive and supportive contributions to the team to further enhance the school.
- Ensure all records for the class are up to date and accurate.
- PGCs as required
- Complete delegated jobs assigned by the Team Leaders/Principal.

Specific Responsibilities as negotiated

Leader of learning

- Work alongside All Staff to ensure we are implementing what we learn through collaborative action plans.
- Attend PLD sessions, cluster events and feedback to staff as appropriate.
- Initiative shared and new ideas for how to use technology effectively.
- Ensure cohesion of practice across the school.
- Liaise/organise and coordinate events across the school (where required)

Teacher inquiry/ target groups in your class

- Look into teacher as inquiry/graduate profiles and create/modify a template for use within your classroom.
- Be an active participant in discussions relating to being a reflective Teacher

WHAKAUTE/RESPECT philosophy

- Fully involved in the school culture.
- Ensuring consistency among classes e.g. posters, displays, lessons where appropriate
- Planning and implementing the staff side of things to ensure we are living up to our values.
- Looking for new and innovative ways to promote our values.

Whānau engagement

- Building strong relationships with our whanau through various correspondence

Commitment to the Job/ Expectations:

- Arrival at school to be no later than 8:15am
- If absent, teacher to contact Team Leaders no later than 7am (or the night before if possible)
- Leaving school for the day to be no earlier than 3:15pm (unless discussed in advance with the Principal)
- If offsite during the lunch break, ensure you are back by 1:45pm
- Activities/Tasks unrelated to school to be booked outside of the above school hours *(Unless there is prior approval from the Principal).*
- When entering and/or leaving the school, sign in/out/ alarm where required
- When on duty (Road patrol or playground), ensure you are out on time.
- All staff to show professionalism in what is said and modelled (positive talk about the school, clean language used when onsite, ensure confidentiality by not discussing or disclosing information to those outside of the school - this includes parents, relievers and the general public, show a 'professional face' at all times).
- Dress professionally (Acceptable attire - Clothes that maintain a modest, professional and appropriate appearance. Clothes that are neat, clean and in good repair. Graphic pictures or words on clothes are not appropriate)
- Using devices during classroom hours for personal use is unacceptable unless it is an emergency. Devices used during classroom hours must be for classroom learning only. Devices may be used for personal use during break times.

(In the case of any of these concerns being raised, the Principal will make time to meet and take action where appropriate. The Board of Trustees may be informed of the problem and the resolution. The Principal in partnership with the Board, will decide on whether or not Disciplinary action will take place.
This action and the outcome will remain confidential between the Principal and the Employee.
Guidance for these types of issues will be from the Primary Teachers Collective Agreement, NZSTA, NZEI Te Riu Roa)

Sign Principal: …… Date: ……

Sign Teacher:_____Date:_____