Central Regional Health School

Job Description: Teacher

Base Site: Epuni Care and Protection

CRHS employs qualified and experienced teachers who are required to meet the Standards for the Teaching Profession, published by the Teaching Council of Aotearoa New Zealand (TCANZ). Teachers maintain eligibility for a current practicing certificate through participation in the CRHS professional growth cycle and are attested against the professional standards for teachers as detailed in the relevant Collective Agreement.

Teachers must also demonstrate ethical practice as outlined in the Code of Professional Responsibility (TCANZ), and the CRHS Code of Conduct.

Personal attributes indicative of success in this highly demanding teaching and learning environment are: being a positive role model, being reflective, having the ability to remain focused on student involvement and achievement as well as demonstrating resilience, common sense, self-confidence, ethical behaviour, initiative and a commitment to on-going learning.

Key tasks

Key Task 1

To complete planning, record management, reporting and communications within the required timelines and in accordance with CRHS documented expectations.

Expected Outcomes

- Students have appropriate and individual education plans that meet their needs.
- Assessment of student progress is completed within CRHS expectations and recorded on eTAP.
- Weekly planning, including differentiated planning for literacy and numeracy, is maintained.
- Engaging Long Term Plans and Unit plans are carefully planned around student interests and individual needs. Weekly plans include specific learning outcomes and lesson progression within site expectations.
- eTAP and IPs are updated regularly. Other student records are completed within expected timeframes.

Key Task 2

To teach students within a structured site timetable, which focuses on students' individual needs within the overall goals of their IP.

Expected Outcomes

- Students are taught in line with identified needs and goals and written Individual plans.
- Equitable workload with partner teachers is evident in team teaching environments.
- Supporting programmes with a kaupapa Māori focus is evidenced.

Key Task 3

To liaise with the site Team Leader regarding all admissions, transfers and withdrawals.

Expected Outcomes

- Assessments and admission information is completed within site guidelines
- Information and initial goals to support education transition are identified during the admission period and shared at multi-agency team meetings and with the teaching team.
- Contact with previous schools or Ministry of Education is made or discussed with Team Leader or Deputy Principal.
- Multi-agency team meetings are attended weekly. Information from other agencies is shared and eTAP updated.
- The site Team Leader is informed of concerns pertaining to any admissions.
- Discharge IPs are completed within three working days of a student being transitioned from the site.

Key Task 4

To manage the roll.

Expected Outcomes

- Attendance registers are kept daily.

Key Task 5

To support student transition.

Expected Outcomes

- Transition goals are set and maintained and recorded on eTAP.
- Work in collaboration with Team Leader, Deputy Principals, Oranga Tamariki, and other key partners to support the achievement of educational transition goals and pathways.
- Meetings to support positive student transition outcomes are attended as required.

Key Task 6

To maintain professional relationships with key partners.

Expected Outcomes

- Relationships are focused on positive outcomes for students.
- Communication is effective, professional, and on-going with students, parents, whānau, schools, Oranga Tamariki and other agencies as appropriate.

Key Task 7

To maintain effective communication with the site Team Leader, Deputy Principals, and CRHS colleagues.

Expected Outcomes

- Communication is clear, concise, and professional.
- Effective working relationships are evident amongst CRHS staff and leaders.
- Availability and attendance of meetings between 8am and 4.30pm as required.
- Active participation is evident throughout all briefings and meetings.

- Support is evident in progressing the CRHS Strategic and Annual Plans.
- Issues or concerns are brought to the attention of school leaders in a timely manner.

Key Task 8

To follow and maintain CRHS and site-specific health and safety procedures according to school policy.

Expected Outcomes

- Knowledge of emergency procedures is current, and site procedures are followed.
- Risks are assessed and managed within the relevant CRHS site Safety Action Plan (RAMS), and documentation provided as required.
- Liaison with the site Team Leader occurs in relation to all health and safety matters.
- CPI training is completed as required.
- A full clean NZ driver licence is held by staff. Private cars used on school business are warranted and registered.

Key Task 9

To fulfil additional tasks and responsibilities as requested from time to time by the Team Leader, Deputy Principals or the Principal.

Expected Outcomes

- Requested tasks and responsibilities are attended to in a timely and collegial manner.
- Occasional teaching across other CRHS sites in the Wellington region may be required.