



GENERIC TEACHER JOB DESCRIPTION

Tasks	Performance Indicators	Expected Outcomes
1 School charter	<ul style="list-style-type: none"> a. To support the school's charter and work to implement the policies arising from the charter. 	<ul style="list-style-type: none"> a Visible support for policies arising from charter evident.
2 To meet classroom responsibilities to students	<ul style="list-style-type: none"> a. Providing learning opportunities for every child relative to his or her needs, abilities and stage of development. b. Deliver lessons in accordance with subject schemes of work, National Education Guidelines, school policies and the school charter. c. Establishing effective relationships with students based on mutual respect. d. Using a range of learning activities. e. Providing and maintaining a purposeful working environment. f. Meeting the requirements of the Code of Professional Responsibility and Standards for the Teaching Profession and the appropriate Professional Standards. g. Teaching methods are suited to the age and ability level of the student. 	<ul style="list-style-type: none"> a. Effective relationships with students based on mutual respect are established. b. Lessons reflect expectations of subject schemes of work, National Education Guidelines, school policies and the school charter. c. All school policies on behaviour management are upheld in the everyday interaction between teachers and students - the Managing Student Behaviour (MSB) system is used effectively. d. A range of learning activities is used. e. A purposeful working environment is created. f. The requirements of the Code of Professional Responsibility and Standards for the Teaching Profession and the appropriate Professional Standards are met. g. Enthusiasm and high standards of achievement are evident in all subjects with due regard to the personality and ability of the student.
3 To plan and carry out curriculum and organisational responsibilities	<ul style="list-style-type: none"> a. Preparing lesson plans in accordance with subject schemes and the school charter. b. Developing and managing classroom resources in accordance with school and faculty guidelines. c. Teaching subjects according to curriculum goals and objectives set by faculty and school charter. d. Marking and evaluating student work. 	<ul style="list-style-type: none"> a Lesson plans are prepared in accordance with subject schemes and the school charter. b Resources are developed and managed in accordance with school and faculty guidelines. c Lesson critiques confirm teaching to curriculum goals and objectives set by faculty and school charter.

	<ul style="list-style-type: none"> e. Assessing student progress and recording results and completing report and profiles on students f. Evaluating teaching programmes g. Assisting the Principal and Curriculum Leader to develop and manage subject resources h. Meeting deadlines which may be established from time to time. i. Providing students and parents with information regarding course objectives and assessment programmes in consultation with the Principal and Curriculum Leader j. Attending Curriculum Area and subject meetings, contributing to the formulation of goals and their implementation k. Meeting the requirements of the Code of Professional Responsibility and Standards for the Teaching Profession and the appropriate Professional Standards. 	<p>d Student work is regularly and helpfully assessed.</p> <ul style="list-style-type: none"> e Students' needs are assessed before and after teaching / learning and programmes are planned to student need f Adequate records of student progress are maintained as directed by school policy for both professional and parent use. Appraisal booklets show evidence of student evaluation of courses. g Contributes to Curriculum Area organisation by efficiently developing and managing subject resources h Assessment and reporting deadlines met i Students and parents will be well-informed of the demands of each subject for their personal planning needs j Regarded as a team player by peers in learning area through attendance at meetings, contribution to the formulation of goals and their implementation. k The requirements of the Code of Professional Responsibility and Standards for the Teaching Profession and the appropriate Professional Standards are met.
4. To undertake Professional Development	<ul style="list-style-type: none"> a. Keeping abreast of subject and educational developments b. Attending teacher development programmes c. Participating in in-service courses d. Participating in the professional development cycle undertaking a personal annual appraisal, following the requirements of the Code of Professional Responsibility and Standards of the Teaching Profession and the appropriate Professional Standards e. Following up on the outcomes of the performance review which is part of that cycle 	<ul style="list-style-type: none"> a. Professional reading helps keep abreast of subject and educational developments b. Each year undertakes at least one course / unit of professional development activity. c. Attends and participates in professional meetings scheduled by the Principal d. Participation in professional development and performance appraisals. The requirements of the Code of Professional Responsibility and Standards for the Teaching Profession and the appropriate Professional Standards are met. e. Actively follows up on the outcomes of performance appraisal

<p>5. To make a general contribution to school life</p>	<p>a. Carrying out pastoral duties, including acting as whanau teacher or in other negotiated pastoral care roles</p> <p>b. Carrying out general supervision duties as required</p> <p>c. Participating in negotiated extra-curricular activities</p> <p>d. Meeting the requirements of the Code of Professional Responsibility and Standards for the Teaching Profession and the appropriate Professional Standards</p>	<p>a. Regards the whanau teacher teacher role as an important part of being a teacher at Rotorua Girls High School</p> <p>b. Duties performed diligently without prompting. Leads by example supporting standards expected of students</p> <p>c. Participates in negotiated extra-curricular activities</p> <p>d. Supports the wider educational collegial and cultural life of the school. Participates in whole school events and support community and school programmes</p>
<p>6. To carry out community responsibilities</p>	<p>a. Reporting to parents / caregivers and other relevant community groups on student progress, following the format established by the school.</p> <p>b. Being available on occasions to meet parents / caregivers and to make other such formal and informal contact as may be necessary, in consultation with school leadership staff</p> <p>c. Meeting the requirements of the Code of Professional Responsibilities and Standards of the Teaching Profession and the appropriate Professional Standards</p>	<p>a. Reports to parents / caregivers and other relevant community groups on student progress, following the format established by the school</p> <p>b. As a whanau teacher telephones all new students at the start of the year and is available to meet parents / caregivers on occasions and provide information for them indirectly through the administration, pastoral and / or counselling staff</p> <p>c. The requirements of the Code of Professional Responsibility and Standards for the Teaching Profession and the appropriate Professional Standards are met</p>
<p>7. To undertake specific responsibilities</p>	<p>a. Teacher subjects or undertake specific duties as assigned by the Principal and Learning Leader</p> <p>b. Teach classes in other subject areas as determined by qualifications and experience and as may from time to time be agreed upon between the appointee and the school leadership staff</p>	<p>a. Subjects are taught and specific duties as assigned by the Principal and Curriculum Leader are undertaken</p> <p>b. Classes in other subject areas may be taught</p>

DECLARATION: I accept this position description.

Signature: _____

Date: _____