

HURUNUI COLLEGE - TEACHER JOB DESCRIPTION

Name: _____

Responsible to: Principal

- A. To uphold and work within the following guidelines:
1. School Charter, Strategic and Annual Plans, Policies and Procedures
 2. Area School Teachers Collective Agreement or Individual Employment Agreement Contract
 3. Teacher Registration Board's Code of Conduct
 4. EOTC Procedures and Guidelines
 5. Protected Disclosure Guidelines
- B. To participate in the wider professional aspects of this position:
1. Staff, parent and student meetings, where appropriate
 2. Activities beyond the school, by negotiation
 3. Supervision of other staff, community workers, parent and student helpers, as required
- C. To meet the standards required of a New Zealand teacher at Hurunui College
1. Follow the school's performance management programme. This includes taking part in the appraisal process, setting goals annually, participating in relevant professional development and keeping a record of associated activities.
 2. Meet the standards set in the Registered Teachers Criteria. This includes discussing these criteria with an appraiser each year, and if required, providing evidence that any criteria has been met when requested.

Professional Relationships and Professional Values	
CRITERIA	KEY INDICATORS
1. Establish and maintain effective professional relationships focused on the learning and well-being of akonga	i. engage in ethical, respectful, positive and collaborative professional relationships with: <ul style="list-style-type: none"> • akonga • teaching colleagues, support staff and other professionals • whanau and other carers of akonga • agencies, groups and individuals in the community
2. Demonstrate commitment to promoting the well-being of all akonga	i. take all reasonable steps to provide and maintain a teaching and learning environment that is physically, socially, culturally and emotionally safe ii. acknowledge and respect the languages, heritages and cultures of all akonga iii. comply with relevant regulatory and statutory requirements
3. Demonstrate commitment to bicultural partnership in Aotearoa New Zealand	i. demonstrate respect for the heritages, languages and cultures of both partners to the Treaty of Waitangi
4. Demonstrate commitment to on-going professional learning and development of personal professional practice	i. identify professional learning goals in consultation with colleagues ii. participate responsively in professional learning opportunities within the learning community iii. initiate learning opportunities to advance personal professional knowledge and skills
5. Show leadership that contributes to effective teaching and learning	i. actively contribute to the professional learning community ii. undertake areas of responsibility effectively
Professional Knowledge in Practice	
6. Conceptualise, plan and implement an appropriate learning programme	i. articulate clearly the aims of their teaching, give sound professional reasons for adopting these aims, and implement them in their practice ii. through their planning and teaching, demonstrate their knowledge and understanding of relevant content, disciplines and curriculum documents
7. promote a collaborative, inclusive and supportive learning environment	i. demonstrate effective management of the learning setting which incorporates successful strategies to engage and motivate - akonga ii. foster trust, respect and cooperation with and among - akonga
8. Demonstrate in practice their knowledge and understanding of how akonga learn	i. enable akonga to make connections between their prior experiences and learning and their current learning activities ii. provide opportunities and support for akonga to engage with, practise and apply new learning to different contexts iii. encourage akonga to take responsibility for their own learning and behaviour iv. assist akonga to think critically about information and ideas and to reflect on their learning
9. Respond effectively to the diverse language and cultural experiences, and the varied strengths, interests and needs	i. demonstrate knowledge and understanding of social and cultural influences on learning, by working effectively in the bicultural and multicultural contexts of learning in Aotearoa New Zealand

of individuals and groups of akonga	ii. select teaching approaches, resources, technologies and learning and assessment activities that are inclusive and effective for diverse - akonga iii. modify teaching approaches to address the needs of individuals and groups of akonga
10. Work effectively within the bicultural context of Aotearoa New Zealand	i. practise and develop the relevant use of te reo Maori me nga tikanga-a-iwi in context ii. specifically and effectively address the educational aspirations of - akonga Maori, displaying high expectations for their learning
11. Analyse and appropriately use assessment information, which has been gathered formally and informally	i. analyse assessment information to identify progress and ongoing learning needs of akonga ii. use assessment information to give regular and ongoing feedback to guide and support further learning iii. analyse assessment information to reflect on and evaluate the effectiveness of the teaching iv. communicate assessment and achievement information to relevant members of the learning community v. foster involvement of whānau in the collection and use of information about the learning of akonga
12. Use critical inquiry and problem solving effectively in their professional practice	i. systematically and critically engage with evidence and professional literature to reflect on and refine practice ii. respond professionally to feedback from members of their learning community iii. critically examine their own beliefs, including cultural beliefs, and how they impact on their professional practice and the achievement of akonga

D. Meet the basic standards and guidelines of being a teacher at Hurunui College.

This includes:

1. Being punctual and prepared for classes and other timetabled activities
2. Ensure you are accountable to your whereabouts during the school day 8.30 - 3.15
3. Attend and participate in all meetings as required.
4. Be visible, active and punctual when on playground duties
5. Know and follow the school's behaviour management plans
6. Addressing work-related concerns in an appropriate and professional manner
7. Being positive about the school in the wider community
8. Showing respect for students and colleagues which includes matters of confidentiality
9. Keeping up-to-date with filling in attendance records
10. Checking emails daily when at school or if remote access is available during term time.
11. Providing accurate information especially for assessments, reports and NZQA while keeping to timelines
12. Follow health and safety procedures and report and follow up on potential hazard
13. Maintain an acceptable standard of dress that at minimum presents a professional appearance and does not undermine the expectation of that we have for our students.

Signed: _____ (Teacher) Date: _____

Signed: _____ (Principal) Date: _____