

**NELSON CENTRAL SCHOOL
SCALE A REGISTERED TEACHER JOB DESCRIPTION**

Name:

Title: Scale A Registered Teacher

Responsible to: Syndicate Leader

Functional relations with: Principal, Deputy and Assistant Principals, professional and support staff, students, parents, Board of Trustees, outside agencies.

This job description incorporates the interim professional standards for primary school principals.

Primary Responsibilities

1 Classroom teaching

It is the Classroom Teacher's responsibility to provide quality learning opportunities in his/her classroom and thus ensure students learn the content and processes intended for them in the school curriculum.

2 Classroom culture

It is the Classroom Teacher's responsibility to ensure a classroom culture where individuals are valued, encouraged, respected and challenged intellectually, physically and socially.

3 Personal professional development

It is the Classroom Teacher's responsibility to maintain an understanding of developing trends in education, to keep up to date with curriculum development and to participate in teacher development activities within the school.

4 School culture

It is the Classroom Teacher's responsibility to maintain a professional stance within his/her classroom, Syndicate of the school and within the educational community in order to foster the highest quality teaching and learning.

5 The teacher will exercise specific negotiated responsibilities

It is the Classroom Teacher's responsibility to demonstrate to others by example, effective and elaborated skills as a classroom teacher and to share with the Syndicate Leader, the responsibility for promoting and maintaining an optimum learning community.

The teacher will be responsible for carrying out delegated tasks as negotiated with the Syndicate Leader.

Responsibilities

1 Classroom teaching

It is the classroom teacher's responsibility to provide quality learning opportunities and thus ensure students learn the content and processes intended for them in the school curriculum.

Key objectives

Outcomes

- 1.1 Establish entry levels for students.
Record of student pre-entry status.
- 1.2 Demonstrate competence in the content of relevant curriculum and set achievable curriculum objectives and impart subject content effectively.
Students will know and understand what it is they are supposed to learn.
Students will learn content that is accurate.
Students will be taught the national achievement objectives using currently acceptable teaching techniques.
- 1.3 Demonstrate a range of effective teaching techniques through designing, planning and implementing appropriate learning sequences for students.
Class, group and individual plans and programmes will ensure students have achieved the objectives set for them.
All students will have the opportunity to learn in a way that is suitable for them.
- 1.4 Assess and evaluate student performance using suitable assessment techniques.
Cumulative records of student performances will demonstrate student progress.
Student learning will be assessed using currently acceptable assessment techniques.
- 1.5 Provide or suggest access to appropriate remedial help where student performance has not been satisfactory.
Students will have the opportunity to gain mastery over the curriculum objectives set for them.
- 1.6 Demonstrate a range of techniques that provide strong motivation for a diversity of students.
All students will be motivated to take part in class lessons and learning.
- 1.7 Continually evaluate and reflect on their teaching and act on areas where it can be improved.
Teaching methods will be continually adapted to effect optimum learning for students.
- 1.8 Use appropriate technology and resources during teaching.
Students will have the opportunity to learn through the use of suitable technology and resources.
- 1.9 Demonstrate flexibility and responsiveness.
The teacher will adapt lesson content, sequences, pedagogy and resources to effect student learning.

2 Classroom culture

It is the classroom teacher's responsibility to develop a classroom culture where individuals are valued, encouraged, respected and challenged intellectually, physically and socially.

Key objectives

Outcomes

- 2.1 Develop a classroom where students feel safe, relaxed, valued and committed to their own learning.
Students will enjoy being at school and will undertake learning because they want to do so.
- 2.2 Ensure objectives set for students are within their capabilities to achieve.
All students will experience continuing success.
- 2.3 Maintain a classroom where positive efforts are rewarded and where lack of success provides a valuable lesson.
Students will be encouraged by their successes and will be keen to learn from their mistakes.

- 2.4 Ensure the classroom is an attractive, orderly place where equipment and resources are well managed.
A classroom where students have a great degree of responsibility for creating, maintaining and constantly changing the learning environment.
 - 2.5 Recognise individual differences and provide for a variety of learning modes and groupings.
Students will have the opportunity to work in a way that best suits their best learning style.
 - 2.6 Provide a procedure for resolving misunderstandings and/or disputes within the classroom.
Disputes will be resolved speedily and fairly. Students will feel that justice operates within the classroom and disruptions to learning and teaching will be minimised.
 - 2.7 Demonstrate a commitment to Student welfare and learning.
Students will feel valued and that their learning needs are being met.
 - 2.8 Effectively manage a range of learning environments.
Suitable techniques will be implemented to manage the behaviour and learning of all students.
 - 2.9 Establish good relationships with students and respect their individual needs and cultural backgrounds.
Students will enjoy a good relationship with their teacher and will feel that they are respected for who they are.
- 3 Personal professional development

It is the classroom teacher's responsibility to maintain an understanding of developing trends in education, to keep up to date with curriculum development and to participate in teacher development activities within the school.

Key objectives

Outcomes

- 3.1 Access new ideas from educational publications, discussions with other people or from inservice opportunities.
New ideas will be incorporated into teaching practice and shared with colleagues.
- 3.2 Take part in school, local, regional and national inservice training opportunities.
New ideas will be examined for their usefulness and applicability to the school and incorporated into the teacher's repertoire of knowledge, skills and abilities.
- 3.3 Share ideas and practices with colleagues.
The teacher will work collegially to share new ideas and practices within the school.
- 3.4 Take part in professional visits to/from colleagues within the school to observe and discuss teaching practices.
Teachers will learn from their colleagues, ideas and teaching practices that work well and how to improve them.
- 3.5 Take part in group tasks designed to improve teaching and learning.
Teachers will engage in reflective practices as means of improving professional competence.
- 3.6 Demonstrate knowledge of the Treaty of Waitangi and te reo me ona tikanga.
Classroom programmes will include aspects of te reo, tikanga and understanding of the Treaty of Waitangi.

4 School culture

It is the classroom teacher's responsibility to maintain a professional stance within the school and community in order to foster the highest quality teaching and learning.

Key objectives

Outcomes

- 4.1 Participate in negotiated student activities outside the classroom.
During duty teachers will have contact with students.
Students will have activities available to them throughout the school day.
 - 4.2 Communicate regularly with parents/caregivers about student progress.
Parents/caregivers will be in regular contact with the teacher and will know what activities their students are engaged in at school.
Attend meetings of parents and offer interviews as appropriate.
 - 4.3 Support the school's image in the community.
Members of the public will have positive information about the school, its activities and achievements.
Teachers will be supportive of internal management systems for communicating with the public and for student management processes.
 - 4.4 Participate actively in the corporate life of the school.
The teacher will demonstrate a commitment to support colleagues and the community in their attempts to provide a high quality learning environment for students.
The teacher will participate in extra-curricular activities as negotiated with the syndicate leader.
 - 4.5 Actively promote, by example appropriate and desirable student behaviour in the course of the job.
The teacher will listen to a variety of viewpoints on issues, will be available to listen to and guide individual students, will model care, courtesy, consideration, justice, respect and responsibility.
 - 4.6 To participate in school management decision making as appropriate.
Staff will have the opportunity to have input into decisions that concern them.
 - 4.7 Demonstrate effective communication skills when interacting with students, colleagues and families/whanau.
Issues raised will be discussed and resolved to the best satisfaction of all parties to the issue.
The teacher will communicate clearly and accurately in either, or both of the official languages of New Zealand.
Students will receive feedback on their achievements and areas where they can improve.
Information will be shared with colleagues in a timely manner.
 - 4.8 Establish and maintain effective working relationships with colleagues to colleagues
Colleagues will work with and support colleagues in the school.
 - 4.9 Contribute to the corporate life of the school.
The teacher will take part in organising, supporting and promoting syndicate and school wide activities.
- 5 The teacher will exercise the following specific responsibilities

It is the teacher's responsibility to Ashare with the Principal and Syndicate Leader the responsibility for promoting and maintaining an optimum learning community.

Key objectives

Outcomes

- 5.1 Be an active member of selected curriculum committees.
The objectives of the committees will be achieved. Current information will be provided and knowledge and techniques will be shared within the school.
- 5.2 Provide support for the syndicate leader in school review matters.
School reviews will be carried out in accordance with the Principal's requirements.

- 5.3 Provide support for the syndicate leader to carry out the Syndicate Support Programme.
Students will have the benefit of a regular cycle of educationally relevant activities.
- 5.4 Teach a class of students.
Students will be taught the national achievement objectives.
- 5.5 To ensure the Board of Trustee's legislative requirements are met.
The School Charter, the National Education Guidelines, the National Administration Guidelines and the school's strategic plan will be upheld.

Paul M Potaka
Principal

REGISTERED CLASSROOM TEACHER

Date: