

MORRINSVILLE COLLEGE

Job Description



Key Professional Responsibilities/Performance Areas Teaching Responsibilities

Key Tasks	Expected Outcomes	Performance Indicators
1. To plan and manage the classroom environment.	<ul style="list-style-type: none"> An effective learning environment. A positive and safe learning environment. Book work / Homework standards met. 	<ul style="list-style-type: none"> Effective grouping. Team teaching activities. Homework completed. Classroom tasks completed.
2. To focus on individuals and recognise barriers to learning.	<ul style="list-style-type: none"> Appropriate assessment and evaluation systems operating and documented. Has current knowledge of effective learning and teaching strategies. Positive class atmosphere. Students reaching their potentials. Awareness of student's different learning styles. 	<ul style="list-style-type: none"> Selecting and using appropriate resources. A range of teaching styles evident. Innovative practices. Takes part in teacher development programmes. Teacher moving around the room. Students on task and not interfering with the learning of others.
3. To use praise and positive reinforcement.	<ul style="list-style-type: none"> Increased self-esteem and self-confidence. 	<ul style="list-style-type: none"> Observation of the use of praise and positive reinforcement.
4. To show competence in lesson planning.	<ul style="list-style-type: none"> Well organised lessons (structured, managed well). Resources appropriate to the learning levels. Students learn (skills, knowledge, understanding). 	<ul style="list-style-type: none"> Students on task/involved. Assessment records. Teacher plan book.
5. To gain an awareness, familiarity and deliver the curriculum in accordance with the school and national requirements.	<ul style="list-style-type: none"> Appropriate planning of lessons/units. Student learning and achievement occurs. Students take responsibility for learning outcomes. 	<ul style="list-style-type: none"> Teacher's work plans. Assessment records (Unit standards, examinations, reporting). Student/peer assessment. Student appraisal of content and delivery

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Job Description



Key Professional Responsibilities/Performance Areas School Wide Responsibilities

Key Tasks	Expected Outcomes	Performance Indicators
1. To contribute to the team's teaching, planning and resource development in department.	<ul style="list-style-type: none"> To prepare and share teaching resources and ideas for agreed units of work. To attend and contribute regularly to departmental meetings. To own the corporate decisions. Efficiently working programme. Mutual trust and confidence between department members. Meets requirements of Ministry of Education and NZQA. 	<ul style="list-style-type: none"> Completed units are available for staff use. Staff are trained in use of new units. Good communication and working relationships in department. Awareness of what is happening in department. Minutes of department meetings. Good resource management evident. Attendance at meetings. Taking a share of workloads.
2. To promote the school positively.	<ul style="list-style-type: none"> To represent the school in a positive light. To foster positive relationships with parents through contribution to social activities with parents during the year. 	<ul style="list-style-type: none"> Parent feedback. School image survey. Liaison being made with outside agencies (checking records).
3. To make a full and positive contribution to the daily operation of the school.	<ul style="list-style-type: none"> Daily professional responsibilities performed effectively. 	<ul style="list-style-type: none"> Punctuality to daily meetings and class. Accurate completion of daily forms and register. Attend assemblies. Carrying out of rostered duties. Assist with daily relief when asked. Support school rules/regulations and procedures.