



Responsibilities for Junior School (Year 1&2) Team Leader

- Inspiring others.
- Developing knowledge and skill in leadership.
- Developing practical and working knowledge of Fairfield School's Charter, Strategic Plans, Policies and Procedures and professional standards.
- Able to share that knowledge with staff.

Junior Division Leader

- Oversee day to day running and management of year 1 and 2 classes
- Organise regular meetings
- Identify children of concern
- Plan Programmes – year plans, long term plans, inquiry units
- Actively promote te reo and tikanga Māori in all aspects of curriculum delivery
- Identify needs and organise necessary resources (including timetabling of Learning Assistants)
- Organise and allocate children to classes
- Motivate, lead and support teaching and support staff
- Be responsible for behaviour management and pastoral leadership role for all year ½ children
- Oversee any areas relating to Junior School budget or spending - identify areas of need for year 1 – 2; Plan and purchase accordingly
- Appraisals for Junior Division teachers

General Contribution to School Life

- Encourage and model courtesy in attending or overseeing extra curricular school events, i.e. Staff Farewells, Social Functions, Working Bees, Whānau hui, BOT and FOFS meetings
- Encourage and model to staff positive interactions and taking responsibility for all children in the school, i.e. in assembly, on duty, following through with consequences
- Encourage and model to teachers active involvement in a variety of extracurricular activities

Classroom Teacher

- Establish positive relationships - parents and children
- Provide a safe environment
- Use assessment data to identify needs of individual students
- Plan programmes to address student needs and the requirements of the NZ Curriculum
- Motivate children and deliver programmes to address needs and interests of students
- Ensure effective management of classroom – routines and expectations
- Report to parents
- Communicate with parents
- Focus on, and model, the School Values – **Responsibility, Respect and Resilience**



Fairfield School Expectations; Our Code and Standards

Fairfield kaiako are expected to actively promote the Core Values of '**Responsibility, Respect and Resilience**', and to develop in all ākonga '**Independence Through Responsibility**'.

As well as meeting the Professional Standards of the Teaching Council, teachers are expected to have knowledge of Fairfield School's Strategic Plan, Policies, and Procedures, and meet the Professional Standards specific to Our School as outlined below.

The Code of Professional Responsibility

<p>School Culture <i>Staff will:</i></p> <ul style="list-style-type: none"> ● Uphold and model the School Values of Responsibility, Respect and Resilience in their own actions and behaviour, as well as foster these in Fairfield children ● Promote high expectations of behaviour and academic achievement ● Support whole school events ● Maintain an open, friendly and inclusive school environment where all people are attended to and feel welcome ● Use personal strengths or interests to provide extra-curricular sporting or cultural opportunities for Fairfield children ● Look after and look out for each other - while always being mindful of looking after themselves 	<p>Commitment to the Teaching Profession I will maintain public trust and confidence in the teaching profession by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Demonstrating a commitment to providing high-quality and effective teaching</i> <input type="checkbox"/> <i>Engage in professional, respectful and collaborative relationships</i> <input type="checkbox"/> <i>Demonstrating a high standard of professional behaviour and integrity</i> <input type="checkbox"/> <i>Demonstrating a commitment to tangata whenuatanga and Te Tiriti o Waitangi paternership in the learning environment</i> <input type="checkbox"/> <i>Contributing to a professional culture that supports and upholds this code</i>
<p>Professional Conduct <i>Staff will:</i></p> <ul style="list-style-type: none"> ● Maintain professional standards at all times including; punctuality, timeliness, dress, meeting deadlines, always being available for staff or division meetings ● Promote a safe and inclusive learning environment (Strategic goal 4), and take steps to ensure the health and safety of every child ● Uphold the reputation of the School both within our school community and within the teaching profession ● Demonstrate a cooperative model within divisions by working as a team and respecting differences 	<p>Commitment to Learners I will work in the best interests of learners by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Promoting the wellbeing of learners and protecting them from harm</i> <input type="checkbox"/> <i>Engaging in ethical and professional relationships with learners that respect professional boundaries</i> <input type="checkbox"/> <i>Respecting the diversity of the heritage, language, identity and culture of all learners</i> <input type="checkbox"/> <i>Affirming Maori learners as tangata whenua and supporting their educational aspirations</i> <input type="checkbox"/> <i>Promoting inclusive practices to support the needs and abilities of all learners</i> <input type="checkbox"/> <i>Being fair and effectively managing my assumptions and personal beliefs</i>
<p>Planning and Curriculum Delivery <i>Staff will:</i></p> <ul style="list-style-type: none"> ● Plan collaboratively across year group classes or within whole divisions ● Use assessment data to facilitate effective learning, targeting all students (Strategic goal 2) ● Be open to new teaching and learning techniques, digital technology integration, and innovation 	<p>Commitment to Families and Whanau I will respect the vital role my learners' families and whanau play in supporting their children's learning by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Engaging in relationship with families and whanau that are professional and respectful</i> <input type="checkbox"/> <i>Engaging families and whanau in their children's learning</i> <input type="checkbox"/> <i>Respecting the diversity of the heritage, language, identity and culture of families and whanau</i>
<p>Relationships (with ākonga, colleagues, whānau and community) <i>Staff will:</i></p> <ul style="list-style-type: none"> ● Communicate promptly with parents and staff (via email, phone, or face to face) ● Work closely with parents by sharing information and expectations ● Model the same respectful behaviour that we would expect of others in all forms of communication ● Listen 	<p>Commitment to Society I will respect my trusted role in society and the influence I have in shaping futures by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Promoting and protecting the principles of human rights, sustainability and social justice</i> <input type="checkbox"/> <i>Demonstrating a commitment to a Tiriti o Waitangi based Aotearoa New Zealand</i> <input type="checkbox"/> <i>Fostering learners to be active participants in community life and engaged in issues important to the wellbeing of society</i>