



WESTLAND HIGH SCHOOL

Te Kura Tuarua o Hokitika

EXPERIENCE SUCCESS TOGETHER
PIKI KOTAHI KI TE TAUMATA

Position Description:

Westland High School

Name	
Role	Teacher of the Performing Arts (Combination of Music, Dance, Drama, PEH)
Reports to	Principal, HoLA Arts
Direct Reports	Nil
Working Relationships	<i>External:</i> Whānau, Community, Ministry of Education, NGO's <i>Internal:</i> Board of Trustees, Principal, Senior Leaders, HoLA Arts

Employment Status:

Employment Status	Full time, Fixed term (maternity leave)	Commences: 20 April 2026 Ceases: 20 April 2027 or earlier by negotiation
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Introduction

The following are the duties and responsibilities of a registered **Trained Teacher** as delegated by the Principal, consistent with the goals and objectives of the School's Strategic Plan.

Purpose of the position

Teachers are responsible to the Principal for curriculum delivery, curriculum content, assessment of student progress, reporting to parents and other delegated responsibilities at the discretion of the principal. This Job Description sets out teachers' duties and responsibilities, and forms the reference point for the professional growth cycle.

Accountability

All teachers are accountable to the Principal, who is responsible to the Westland High School Board of Trustees for the performance of all staff.

Extent of Authority

1. Teachers operate within legal requirements, the School's Strategic Plan and school policies.
2. Each teacher is responsible for the welfare and education of children and classes assigned by the principal, and for any other duties delegated by the principal.

Work Relationships:

Teachers:

1. Give priority to ensuring the well-being and educational achievements of their students;
2. Work effectively as members of a Learning Area and the staff team;
3. Foster a positive working relationship with parents and whānau to support student achievement;
4. Help to promote the best interests and institutional integrity of the school.

Professional Responsibilities & Standards

All teachers are required to meet The Code of Professional Responsibility and Standards for the Teaching Profession as described in *Our Code Our Standards* (Education Council, New Zealand).

STATEMENT OF RESPONSIBILITIES

Part A: Generic Responsibilities

Every teacher is expected to take full part in the general life, activities and work of the school and is expected to professionally engage in, and meet, the following generic responsibilities.

Responsibility	Expected Outcome
Meet the Teacher Professional Standards	Our Code, Our Standards Ngā Tikanga Matatika, Ngā Paerewa - Teaching Council of Aotearoa New Zealand. The Professional Standards for Secondary Teachers - Criteria for Quality Teaching (STCA Supplement 1)
School Strategic Plan and Annual Implementation Plan	Every teacher will meet the commitments and obligations of the Westland High School Strategic Plan (vision, values, goals and policies).
School-Wide Initiatives & Priorities	Every teacher will support, develop and implement WHS Board of Trustees approved school wide initiatives and priorities.
A commitment to all learners	Tātaiako: cultural competencies for teachers of Māori learners. Tapasā: cultural competency framework for teachers of Pacific learners

Part B: Specific Responsibilities

Every teacher will have specific roles and responsibilities that make their position unique within the school. The table below identifies those specific roles and responsibilities for your job, together with the expectations the school has for their successful achievement.

Responsibility	Expected Outcome
Homeroom or Classroom	Teach Performing Arts to students as a specialist subject. Other subjects may be required to be taught to serve the curriculum delivery requirements of the school.
Professional knowledge	Demonstrate competence in the relevant curriculum. Demonstrate a sound knowledge of current learning and assessment theory. Demonstrate sound knowledge of current issues and initiatives in education, including Māori education
Professional development	Demonstrate a commitment to their own ongoing learning. Participate individually and collaboratively in professional development activities Continue to develop understandings of the Treaty of Waitangi.
Teaching techniques	Plan and use appropriate teaching programmes, strategies, learning activities and assessments Demonstrate flexibility in a range of effective teaching techniques Make use of appropriate technologies and resources Impart subject content effectively Evaluate and reflect on teaching techniques and strategies with a view to improvement.
Student management	Manage student behaviour effectively Establish constructive relationships with students Be responsive to individual student needs Develop and maintain a positive and safe physical and emotional environment Create an environment which encourages respect and understanding

	Maintain a purposeful working environment.
Motivation of students	Engage students positively in learning Establish expectations which value and promote learning.
Te Reo me ona Tikanga	Continue to develop understanding and skills in the appropriate usage and accurate pronunciation of Te Reo Māori Demonstrate an understanding of basic Māori protocols when opportunities arise
Effective communication	Communicate clearly and effectively in either or both of the official languages of New Zealand. Provide appropriate feedback to students. Communicate effectively with families, whanau and caregivers. Share information with colleagues and report to the Board..
Support for and cooperation with colleagues	Maintain effective working relationships with colleagues Support and provide assistance to colleagues in improving teaching and learning
Contribution to wider school activities	Contribute positively to the life of the school and its community.
Professional Development and Review	Each teacher is expected to set professional goals and participate in the WHS Professional Growth Cycle.. Professional Growth Cycle discussions with the HoLA will help identify strengths, highlight issues needing assistance and confirm professional goals. Performance will be reviewed with respect to the effectiveness with which the key roles detailed in this job description are being performed.
Other Duties	Any other duties the Principal may require from time to time.

2024 Strategic Plan and Annual Implementation Plan

Relevant Annual Goals	Appraisal Indicators
See Strategic Plan 2024 -2025	Support of the strategic goals through the professional growth cycle.
See Annual Implementation Plan 2025	Implementation of the strategic goals through the development towards and delivery of outcomes as expressed in the plan.

Declaration:

Approved by Principal:	Adrienne Reeves
Date approved:	<i>5 March 2026</i>
Reviewed:	<i>January 2027</i>
Acceptance of Appointee:	