



JOB DESCRIPTION SCALE A TEACHER

OBJECTIVES:

- To implement the School Charter and all related policies.
- To meet all responsibilities within the three Key Performance areas as outlined.

TEACHING RESPONSIBILITIES

KEY TASKS

- 1. Plan classroom programmes that reflect Mangorei School philosophy and the purpose and aims of the New Zealand curriculum and National Curriculum Guidelines:**
The indicators of this could be unit plans that incorporate learning outcomes linked to achievement objectives; use of school curriculum statements and planning sheets; talk about the curriculum with knowledge and understanding; long term and weekly planning sheets completed and evidence of advanced preparation.
- 2. Use appropriate teaching techniques, pupil management skills and create a positive and stimulating classroom environment:**
The indicators of this could be purposeful classroom programmes and working atmosphere; established routines; a variety of learning activities; clear instructions; needs of individual students are understood and addressed, teacher and students are mutually respected, use of clear and consistent discipline plan; quality displays of students work; effective blackboards / white boards.
- 3. Demonstrate a range of techniques that motivate students and encourage learning:**
The indicators of this could be individual and class goal setting; exercise books set out according to school policy and regularly marked, activities to cater for different learning styles, encouragement and praise for students at every opportunity.
- 4. Implement school assessment and evaluation policies and practice.**
The indicators of this could be the collection and analysis of school based data; maintenance of class records, on going assessment / anecdotal records, pupils grouped according to needs, individual needs catered for, assessment folders maintained and up to date; reflection on teaching with a view to improvement.

SCHOOL WIDE RESPONSIBILITIES

KEY TASKS

- 1. Work effectively as a member of a team of teachers:**
The indicators of this could be contributing to team planning and teaching activities; providing leadership within delegated curriculum areas; support for other staff; open communication.

- 2. Support and foster the achievement of school goals and procedures:**
The indicators of this could be knowledge of school goals; acknowledging pupil and peer achievements; completes administrative tasks; follows routines outlined in school handbook.

- 3. Participate in the corporate life of the school:**
The indicators of this could be contributing to extra curricular activities; attendance at school functions; communicate with families and caregivers; being a positive role model; show sensitivity to cultural differences, demonstrate non-sexist attitudes.

MANAGEMENT RESPONSIBILITIES

KEY TASKS

- 1. Within delegated curriculum areas effectively manage available financial resources.**
Indicators of this could be preparation of budget wish lists; purchasing resources to meet identified curriculum needs.

Principal: Michael Carr

Sign:

Date:

Employee Name:

Sign:

Date: