

OPUNAKE PRIMARY SCHOOL (Generic Job Description)

INTRODUCTION

The job description for the position of Permanent Scale A teacher at Opunake Primary School revolves around meeting requirements pertaining to seven key tasks, namely -

1. Professional knowledge
2. Teaching Techniques
3. Motivation of Students
4. Classroom Management
5. Communication
6. Colleague Support
7. Extra Curricular Activities

BREAKDOWN OF RESPONSIBILITIES

A. Key Task 1 Professional Knowledge.

Goal Demonstrate current awareness of desired practices relating to all curriculum areas; the Treaty of Waitangi and Learning and Assessment theory.

Key Objectives	Results Expected
Demonstrate a sound knowledge of the NZ Curriculum.	Programmes reflect the NZ Curriculum Framework and supporting school documents.
Show an awareness of the Treaty of Waitangi re its principles and implications.	Treaty issues are responded to sensitively and Tikanga Maori and Te Reo Maori are respected.
Display a sound knowledge of learning and assessment theory.	Planning and practice reflects an understanding of sound theory and the relationships among topics and concepts.
Demonstrate an understanding of developmental characteristics of age groups and of progress of students.	Teaching practice and interaction with students reflects an understanding of each student's developmental stage and progress.
Assist with identification of professional development needs and to undertake relevant professional development.	Practice continues to improve.
Actively participate in the school's performance appraisal process and be reflective regarding performance.	Knowledge gained is reflected in further enhancement to teaching practice.

B. Key Task 2 Teaching Techniques.

Goal Display excellence in planning and preparation, teaching and learning strategies, assessment and reporting and the use of resources and technology.

Key Objectives	Results Expected
Plan a balanced programme which meets national curriculum requirements and school requirements.	Programme meets all requirements.
Develop appropriate teaching objectives.	Objectives reflect the needs of students and are consistent with school policies and national curriculum statements.
Plan appropriate learning activities.	Learning activities reflect the needs and progress of students.
Utilise a range of effective teaching techniques.	Students are self directed learners.
Reflect on own teaching and improve teaching practice as needed.	Knowledge gained is reflected in further enhancement to teaching practice.
Incorporate knowledge of the Treaty of Waitangi in teaching practice.	Planning and practice reflects supports for Tikanga Maori and Te Reo Maori.
Utilise appropriate student assessment and evaluation procedures, in accordance with school policies.	Student needs are known and planning occurs to meet these needs. Valid and reliable assessment of student achievement and progress occurs.
Ensure effective evaluation of programmes.	Programmes are modified according to evaluation information.
Maintain accurate records.	Records are effective in ongoing planning and practice.
Provide feedback to students on progress.	Students are aware of own progress and are engaged in their own forward planning.
Report to parents/caregivers on student progress.	Parents/caregivers are satisfied that they have accurate information on their child's progress.
Report to senior management on issues related to school and programme effectiveness.	Senior management find information provided useful in school development planning.
To utilise technology effectively.	Use of technology reflects relevant and sound application.
To utilise resources effectively.	There is an awareness of available resources and these are being used to enhance learning.

C. Key Task 3 Motivation of Students.

Goal Promote expectations that value and encourage learning.

Key Objectives	Results Expected
To utilise effective techniques for motivating students.	Students are largely self-directed learners.
To engage students in learning.	Students are actively engaged in learning and display high levels of on-task behaviour.
To model and promote high expectations of performance.	Students have high expectations of their own performance and strive to meet these.

D. Key Task 4 Classroom Management.

Goal Create a safe learning environment for students and nurture a climate conducive to producing positive student behaviour and respect and understanding towards others.

Key Objectives	Results Expected
To utilise positive strategies in the management of student behaviour.	There are clear expectations of student behaviour. Students are largely positive and respectful in their interactions.
To create and maintain a safe and secure learning environment.	Students are confident in their interactions with others.
To manage student behaviour in such a way that the learning opportunities for all students are maximised.	High level of on-task behaviour. High level of student achievement.
To create and maintain a safe physical environment for students.	Students feel safe and secure at school
To create and maintain a stimulating learning environment for students.	Students are motivated and interested in their learning.
To model interactions with other staff and students which display respect and understanding.	Interactions with others are responded to positively.
To create an environment of respect and understanding with students.	Students general display respect and understanding in their action with others.
To demonstrate a commitment to student welfare and learning.	Students feel they can trust the teacher to have their welfare paramount and to be interested in their learning.
To maintain a purposeful working atmosphere.	High level of on-task behaviour.
To recognise and support diversity within the school.	All students and staff feel valued.

E. Key Task 5 Communication.

Goal Develop strategies to communicate effectively with students, colleague and families.

Key Objectives	Results Expected
To communicate effectively with students.	Students feel their concern are heard, understood and where appropriate, acted on. Students generally interact positively with the teacher.
To communicate effectively with colleagues.	Colleagues respond positively to each other.
To communicate effectively with parents and caregivers.	Parents and caregivers feel their concerns are heard, understood and where appropriate, acted on.

F. Key Task 6 Support for and co-operation with colleagues.

Goal Interact positively and harmoniously with colleagues.

Key Objectives	Results Expected
To offer professional support or assistance for colleagues.	Colleagues feel professionally well supported.
To offer personal support for colleagues, as appropriate.	Colleagues feel personally and appropriately supported.
To operate within accepted codes of conduct and the ethics of the teaching profession.	The school climate reflects the accepted codes of conduct and ethics.
To co-operate with colleagues and establish and maintain effective working relationships with them.	Colleagues feel valued, supported and assisted in their work.

G. Key Task 7 Contribution to wide school activities.

Goal Participate actively in the broader corporate life of the school.

Key Objectives	Results Expected
To contribute to the work of the teaching team.	Contribution to the team is valued by colleagues.
To contribute to the work and activities of the school as a whole.	School operates effectively due to contributions made by staff.
To contribute to the development of a positive school climate.	Interactions between all groups reflect a positive school climate.
To display leadership in some aspects of the teacher's role in the school.	Significant contributions have been made in specific areas in the school and these contributions are valued.
To carry out delegated responsibilities to a high level.	Delegations have been sought. There is confidence from senior staff that delegations will be carried out to a high level. Delegated responsibilities operate effectively and contribute positively to the running of the school.

Individual teacher responsibilities will be negotiated at the commencement of each new year.

This job description was agreed to between _____ Teacher and _____, Principal, on _____