



## HUTT VALLEY HIGH SCHOOL

### GENERAL JOB DESCRIPTION TEACHING STAFF

A person employed in this school is expected to carry out the general professional duties of a school teacher under the reasonable direction of the Principal, guided by the Teaching Council's "Our Code, Our Standards" and according to the policies of the Board of Trustees, and the requirements of the School Charter.

Hutt Valley High School's core values are "We are kind; We are welcoming; We persevere; and We achieve". Our teachers are expected to model those values. We attempt to fit our school to the student, rather than make the student fit the school, and so take note of individuals' needs. We are a restorative school, where we seek solutions that educate. It is expected that teachers will recognise the potential of students and seek appropriate methods of teaching to cater for their needs, developing an interesting, enjoyable, and stimulating learning environment and positive and respectful relationships with students.

We embrace the New Zealand Curriculum's vision, principles and values, believing that a student who is happy, healthy and whole will enjoy an engaging and successful education with us. It is expected that teachers will play a full role in the wider life of the school to help that broader vision of education to be fulfilled.

We work hard, we support each other and we are a happy staff enjoying the rewarding profession that is teaching.

#### **Professional Duties**

##### **1. Classroom Duties**

The following duties are part of the range of functions of a teaching staff member:

- Be familiar with the New Zealand Curriculum document.
- Plan and prepare courses and lessons.

- Teach according to the educational needs of the students assigned to them, including the setting and marking of work carried out by the student in their courses of study.
- Assess, record and report on the development, progress and attainment of students
- Make records of, and reports on, the personal and social needs of students as required by the school.
- Promote the general well-being of students
- Keep a general eye on the appearance and behaviour of their students and insist that uniform standards are maintained
- Communicate and consult with the parents of students in accordance with school policy and participate in meetings arranged for this purpose
- Provide or contribute to oral and written assessments, reports and references relating to individual students and groups of pupils
- Maintain good order and discipline among the students and safeguard their health and safety both when they are on the school premises and when they are engaged in authorised school activities elsewhere
- Continue to develop an understanding of, and the skills to support Te Ao Māori in the school, including working to achieve accurate pronunciation of Te Reo Māori.

## **2. Responsibilities Beyond the Classroom**

Staff are expected to:

- Be reflective in their teaching, develop and improve their methods of teaching and programmes of work, and participate in the school's ongoing professional development programme which runs weekly at the start of each Wednesday
- Advise and co-operate with other staff on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment, and pastoral arrangements
- Participate in meetings at the school which relate to the curriculum for the school or the administration organisation of the school, including pastoral arrangements

- Take part as required in the review, management and development of activities relating to the curriculum, organisation and pastoral functions of the school
- Be willing to supervise classes, on an equitable basis, where the school is unable to secure a relief teacher to cover a teacher's absence. This is relatively rare, and a record is kept to ensure that any such work is fairly distributed
- Carry out two supervisory duties per week in the grounds or buildings
- Ensure there is a "no surprises" level of contact with students' parents or caregivers
- Perform administrative duties, including supervising students at assemblies and registering students' attendance.

### **3. Mentor Teacher Responsibilities**

In order to run our small mentor class number model, all teaching staff except deans act as mentor teachers. The role of the mentor teacher is vital to both the efficient running of the school and successful pastoral care. Mentor teachers work with the deans of the year level to ensure that students' pastoral needs are met. Where possible, the mentor teacher follows the student as they move through the year levels, so that the teacher becomes very familiar with both the student and their parents or caregivers, building a relationship that allows easy communication between home and school. The relationship is intended to be such that the mentor teacher is the first person to whom a student will turn for help or advice.

Mentor teachers also:

- Run the mentor programme for their class, following the outline provided by the mentor development group. This is a paid, scheduled class spell within which activities link to the Key Competencies of the New Zealand Curriculum. It is part of each teacher's formal teaching load and carries expectations accordingly.
- Accurately maintain the record of attendance, accounting for absences where subject teachers' efforts have not achieved that. That includes contacting parent/guardian(s) on the third day of an unexplained absence to check on the student's well-being.
- Where any process requires information about a student, offer comment on achievement and personality which are not covered by academic reports.
- In consultation with colleagues, contribute detail for references, testimonials, reports to outside agencies and the like as required.

- Attend meetings called by the Dean of the year group.
- Keep a general eye on the appearance and behaviour of their students and insist that uniform standards are maintained.
- Where possible, support mentor class morale by attending activities students are engaged in, or by encouraging their progress within those activities.
- Foster good home/school relationships.

I have read and understood this job description, and believe I can make a positive contribution to Hutt Valley High School.

Signed:  
(Staff member)

Date: