

This document has been prepared after consultation with the whole staff.

## **GENERAL JOB DESCRIPTION TEACHING STAFF**

A person employed in this school shall carry out the general professional duties of a school teacher under the reasonable direction of the Principal and according to the policies of the Board of Trustees and the requirements of the School Charter.

It is expected that teachers will recognise the potential of students and apply appropriate methods of teaching to cater for their needs, developing an interesting, enjoyable, and stimulating learning environment and positive and respectful relationships with students.

It is expected that teachers will play a full role in the wider life of the school.

### **Professional Duties**

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

The following duties are included in those which a teacher at Hutt Valley High School shall be required to perform. Teachers will:

- Plan and prepare courses and lessons.
- Teach according to the educational needs of the students assigned to her/him, including the setting and marking of work to be carried out by the student completing 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.
- 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 authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Continue to develop an understanding and skills in the appropriate usage and accurate pronunciation of Te Reo Maori.

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

- Through PDR review from time to time her/his methods of teaching and programmes of work, and participate in arrangements for her/his further training and professional development as a teacher.

- Advise and co-operate with the Principal and other teachers 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 such part as may be required of her/him in the review, management and development of activities relating to the curriculum, organisation and pastoral functions of the school.
- Supervise classes, on the reasonable direction of the Principal or Deputy Principal, where the regularly assigned teacher is not available and a relief teacher cannot be made available.
- Carry out supervisory duties in the grounds as reasonably requested.
- Carry out administrative duties, including attending assemblies and registering the attendance of pupils and pupils' supervision.

### **3. Form Teacher Responsibilities**

Most members of staff act as form teachers. The role of the form-teacher is a most responsible one. It is vital to both the efficient running of the school and successful pastoral care. For this aspect of work the teacher is accountable to the Dean/Principal. The form-teacher should be the first person to whom a student will turn for help or advice. Although some aspects of a form-teacher's work may seem dull and routine, it is through regular contact that unobtrusive care is exercised. Form teachers will:

- Accurately maintain the official register of attendance. Account for all absences. Contact parent/guardian(s) on the second day of unexplained absence or delegate this explicitly to the office staff.
- Comment on Reports and cover aspects of achievement and personality which are not covered by academic reports.
- In consultation with colleagues, prepare initial drafts for references, testimonials, reports to outside agencies and the like as required.
- Attend assemblies with their form, unless teaching another form at that time.
- Attend meetings called by the Dean of the year group.
- Keep a general eye on the appearance and behaviour of their charges and insist that uniform standards are maintained.
- Check form book diaries regularly.
- Foster good home/school relationships.

While comprehensive, this job description is not necessarily definitive. It will be reviewed and may be subject to modification and/or amendment from time to time and in consultation with the teaching staff.

Signed: \_\_\_\_\_  
(Staff member)

Date: \_\_\_\_\_

#### **4. Teaching Staff Development**

- School goals are determined by consultative process.
- Needs for further staff development are assessed in response to external stimuli - e.g. national curriculum development - and individual need made evident through Professional Development Review.
- The Board receives a detailed annual report on staff development programmes from the Associate Principal.