

HURUNUI COLLEGE - TEACHER JOB DESCRIPTION

Name: _____

Responsible to: Principal

- A. To uphold and work within the following guidelines:
1. School Charter, Strategic and Annual Plans, Policies and Procedures
 2. Area School Teachers Collective Agreement or Individual Employment Agreement Contract
 3. EOTC Procedures and Guidelines
 4. Child protection procedures and safe working practice
 5. Staff code of conduct
 6. Protected Disclosure Guidelines
- B. To participate in the wider professional aspects of this position:
1. Staff, parent and student meetings, where appropriate
 2. Activities beyond the school, by negotiation
 3. Supervision of other staff, community workers, parent and student helpers, as required
- C. To meet the standards required of a New Zealand teacher at Hurunui College
1. Follow the school's performance management programme. This includes taking part in the appraisal process, inquiry cycle, setting professional goals annually, participating in relevant professional development and keeping a record of associated activities.
 2. Meet the standards for the teaching profession and code of professional responsibility. This includes discussing these standards with an appraiser each year, and if required, providing evidence that standards have been met.

THE CODE OF PROFESSIONAL RESPONSIBILITY

1. **Commitment to the Teaching Profession** - I will maintain public trust and confidence in the teaching profession
2. **Commitment to Learners** - I will work in the best interests of learners
3. **Commitment to Families and Whānau** - I will respect the vital role my learners' families and whānau play in supporting their children's learning
4. **Commitment to Society** - I will respect my trusted role in society and the influence I have in shaping future

STANDARDS FOR THE TEACHING PROFESSION

1. **Te Tiriti o Waitangi Partnership** - Demonstrate commitment to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand.
2. **Professional Learning** - Use inquiry, collaborative problem-solving and professional learning to improve professional capability to impact on the learning and achievement of all learners.
3. **Professional Relationships** - Establish and maintain professional relationships and behaviours focused on the learning and wellbeing of each learner.
4. **Learning-focused Culture** - Develop a culture that is focused on learning, and is characterised by respect, inclusion, empathy, collaboration and safety.
5. **Design for Learning** - Design learning based on curriculum and pedagogical knowledge, assessment information and an understanding of each learner's strengths, interests, needs, identities, languages and cultures.
6. **Teaching** - Teach and respond to learners in a knowledgeable and adaptive way to progress their learning at an appropriate depth and pace.

D. Meet the basic standards and guidelines of being a teacher at Hurunui College.

This includes:

1. Being punctual and prepared for classes and other timetabled activities
2. Ensure you are accountable to your whereabouts during the school day 8.30 - 3.15
3. Attend and participate in all meetings as required.
4. Be visible, active and punctual when on playground duties
5. Know and follow the school's behaviour management plans
6. Addressing work-related concerns in an appropriate and professional manner
7. Being positive about the school in the wider community
8. Showing respect for students and colleagues which includes matters of confidentiality
9. Keeping up-to-date with filling in attendance records
10. Checking emails daily when at school or if remote access is available during term time.
11. Providing accurate information especially for assessments, reports and NZQA while keeping to timelines
12. Follow health and safety procedures and report and follow up on potential hazard
13. Maintain an acceptable standard of dress that at minimum presents a professional appearance and does not undermine the expectation of that we have for our students.

Signed: _____ (Teacher) Date: _____

Signed: _____ (Principal) Date: _____