



JOB DESCRIPTION

2022

NAME: _____

POSITION: Scale A Teacher

EMPLOYER: Linton Camp School Board of Trustees

RESPONSIBLE TO: The Principal

PRIMARY OBJECTIVES

1. Be conversant with, understand, and to implement goals and objectives as set out in:
 - a. The Linton Camp School Charter
 - b. Linton Camp School Policies and Procedures
 - c. Linton Camp School Curriculum Delivery Plan
 - d. The NZ National Curriculum and supporting documents
2. Be responsible for the education and welfare of a class of students.
3. Contribute to, and participate in, the corporate life of the school.
4. Undertake the professional responsibilities listed.

KEY PERFORMANCE AREAS

A. Reaching these primary objectives will involve the teacher in the following key performance areas:

1. Teaching Responsibilities
2. School-wide Responsibilities
3. Management Responsibilities
4. Professional Responsibilities

B. Teachers will be required to participate in the school process (an annual professional growth cycle), in order to show how they are meeting the Standards for the Teaching Profession as set out by the New Zealand Teaching Council.

TEACHING RESPONSIBILITIES

KEY TASK(s)	INDICATORS
Plan and teach programmes in all curriculum areas that reflect school documentation, the National Curriculum and supporting documents.	Curriculum Delivery Plan will be used as the basis for planning. Weekly, unit and long term planning will meet requirements as set down in school documentation.
Use a wide range of teaching strategies to meet the diverse range of learning needs.	Motivating students to want to learn. Both long and short term plans show evidence of a range of teaching/learning types. Evidence of children taking charge of their learning.
Provide an exciting, stimulating and ever-changing classroom learning environment.	Class environment will reflect present learning. Children take responsibility for classroom tasks.
Use positive classroom management techniques to provide a safe and learning focused environment.	Establishing effective and positive relationships with all students based on mutual respect. Following the school's Behaviour Management plan. Being sensitive to the needs of children.
Carry out student assessment in appropriate ways and in line with school policies.	The school's Assessment plan and supporting information will be used as the basis for assessment practice. Assessment information will be recorded on ETap.
Keep the required classroom records including those consistent with school policy and procedures regarding student achievement.	As above. Other records as required.
Evaluate learning as part of a cycle to enhance students' learning.	Evidence of evaluation is demonstrated through evolving and modified teaching programmes. Completing unit and end of term evaluations.
Manage classroom resources effectively to enhance students learning.	Students will gain maximum benefits from the resources available.
Competently integrate ELearning as part of on-going class programmes to develop students skills and enhance their learning.	Computers and other technology will form a comprehensive part of the programme.
Provide an atmosphere where parents/caregivers feel free to approach the teacher with any concerns.	Informing parents of any difficulties Providing a welcoming and positive approach to parents.
Report to parents/caregivers on the progress and development of students under your care.	

SCHOOL WIDE RESPONSIBILITIES

KEY TASK(s)	INDICATORS
1. Plan and work cooperatively with all members of staff to extend, maintain, evaluate and share the resources available	Attend, participate and contribute to staff and syndicate meetings.
2. Contribute to and participate in a programme of professional development	School development plan adhered to. Share with colleagues Assuming responsibility for personal and professional growth.
3. To participate in education and community activities outside the classroom	Education outside the classroom. Duties supervising children Support school/community activities Sporting and cultural visits.

PROFESSIONAL RESPONSIBILITIES

1. Shows a commitment to teaching by communicating positively with the community about the school and working towards maintaining and improving provision of educational programmes for students.
2. Respects the opinions of other staff members and responds positively to constructive suggestions. Value collaborative sharing of responsibilities through the planning, decision-making, teaching and evaluating processes.
3. Co-operates with the operation of the whole school community and seeks and offers assistance.
4. Carries a fair share of out-of-class responsibilities, supervises when necessary, is punctual and accepts responsibility for the general welfare of the school.
5. Conducts self according to professional ethical principles as set out in the NZEI Te Riu Roa's Code of Ethics.
6. Strives to improve classroom methods, teaching techniques, and recognizes a need to evaluate his/her professional performance.
7. Maintains a standard of dress and general appearance appropriate as a role model for students.