

POSITION DESCRIPTION

**Permanent Part Time Teacher (.7)  
Principal Release**

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School: Havelock State Primary (Y0 - Y8)  
Job Title/Position: .7 Principal Release  
Tenure: Permanent  
Scale: Basic

Name:

Qual/Step:

Classroom Level[s]: Senior ~ Yrs 6 – 8 Or Mddle ~ Yrs 4 - 6

Responsible to: Principal

Major Responsibilities: Homeroom students – curriculum delivery/student achievement

Leadership: By Negotiation

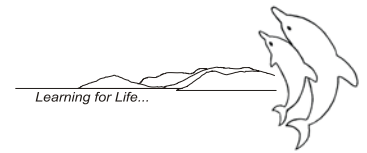
Functional Relationships with:

- Pupils
- Other Teaching Staff
- Principal
- Support Staff
- Parents
- External Support Agencies

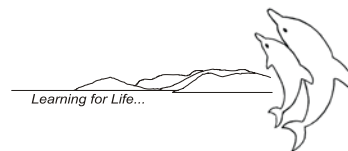
**General Statement of Responsibilities**

- 1 Classroom Responsibilities**  
Homeroom responsibilities in conjunction with the principal, providing full learning programmes etc learning opportunities for every child relative to their needs and abilities.
- 2 Organisational Responsibilities**  
Preparing teaching plans, developing and managing classroom resources; teaching to requirements of the charter, policies and programmes including the assessment and evaluation of students' work.
- 3 Professional Development.**  
Keeping abreast of teaching and educational developments, attending development programmes, participating in performance management and following-up on their outcomes.
- 4 General Contributions to the Corporate Life of the School.**  
Where and when appropriate participating in the wider educational, collegial and cultural life of the school.
- 5 Community Relationships/Responsibilities.**  
Remain loyal to the school and promote the school's charter, mission and policies.  
Act within the school's Code of Conduct.
- 6 Specific Responsibilities.**  
Providing leadership and oversight of at least one Learning Area.

Key Tasks	Desired Outcomes
<p><b>1 Classroom Responsibilities</b></p>	
<p>Establish effective relationships with students based on mutual trust.</p>	<p>Respectful and positive relationships with all students.</p>
<p>Recognise the individuality of each child.</p>	<p>Every child recognised and catered for as an individual with regard to their learning needs.</p>
<p>Ensure an effective and challenging learning environment using a range of techniques and strategies.</p>	<p>Students arranged according to interest, abilities, behavioural and social factors. Routines and expectations clearly understood and practised by students.</p>
<p><b>2 Organisational Responsibilities</b></p>	
<p>Room maintained as effective teaching space.</p>	<p>Room is kept in a tidy and orderly fashion. Effective and professional display spaces.</p>
<p>Evaluate teaching/learning.</p>	<p>Records support learning &amp; class teaching.</p>
<p>Prepare teaching plans.</p>	<p>Short-term (unit/theme) curriculum planning. Written long-term plans that follow curriculum programmes.</p>
<p>Implement curriculum.</p>	<p>Class programme will reflect school charter, policies and programmes.</p>
<p>Management of class teaching resources.</p>	<p>Effective use of resources in implementing the curriculum. Planning and purchasing of class resources through the operation of C/room Consumables Account via the Order Book. Resources are maintained and returned to proper storage place.</p>
<p><b>3 Professional Development</b></p>	
<p>Undertake performance appraisal.</p>	<p>Willingness to pursue professional development as part of the annual performance agreement.</p>
<p>Undertake professional development.</p>	<p>Through school and/or personal study, reading, involvement and collegial support, teachers will demonstrate in their teaching, an awareness and knowledge of new trends/developments/content.</p>
<p>Share tasks of leadership.</p>	<p>Willingness to lead colleagues in area/s of strength.</p>
<p>Professional Development.</p>	<p>Part-time staff will be invited to and funded to take part in in-service training as appropriate. Through school and/or personal study, reading, involvement and collegial support, teachers will demonstrate in their teaching, an awareness and knowledge of new trends, developments and content.</p>



Key Tasks	Desired Outcomes	cont'd...
<b>4 General Contributions to the Corporate Life of the School</b>		
Participate in the wider educational, collegial and cultural of the school.	Teachers attend regular & extraordinary staff life meetings. Teachers endeavour to attend curric H & S meetings. Teachers attend the school's Annual Meeting and at least one other BOT meeting during the year.	
Contribute to the school within <i>Teachers' Code of Conduct</i> .	Conduct is within the spirit of the Teachers' Code of Conduct as contained in the Management Plan. [copy attached]	
<b>5 Community Relationships/Responsibilities</b>		
Records ready (Parent Reporting)	Have records prepared for class teacher to use in reporting in Jun & Dec. Teachers use guide-lines established in accord with school policy and records.	
Establish good relationships with parents/guardians.	Teachers establishing good relationships by being open and professional in their dealings with parents/guardians.	
Maintain the school's good name.	Maintain sound professional relationships with parents and/or guardians.	
<b>6 Specific Responsibilities</b>		
Tchr-In-Charge of ...	Planning and resources for <u>Learning Area</u> in the school are supportive of tchrs & programmes. Leadership providing effective school development and review in <u>Learning Area</u> , its statement of intent, programme and budget.	



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**Person Specification**

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**Requirement**

Registered teacher as determined by the EduCANZ

**Experience**

Multi-class teaching; rural communities; curriculum leadership; on-going professional development

**Personal Qualities**

Flexibility; wide range of interests and experiences; strong communication and inter-personal skills; punctual; ability to maintain confidentiality; team builder; good sense of humour; reliable and well organised.

**Professional Knowledge, Abilities and Skills**

Will have a sound knowledge of educational theory and practice in the school setting, with appropriate experience and qualifications relevant to the position. Will have a demonstrated ability to provide professional and instructional leadership to staff with experience in curriculum development and review and will demonstrate a good knowledge of Treaty issues and the processes of bi-culturalism.

**Accountability Through Performance Appraisal**

The teacher will undergo annual performance appraisal under the supervision of the principal within the context of both the EduCANZ *Our Code – Our Standards* and the *Primary Teachers' Collective Agreement* and the school's performance management guidelines.

Job Description approved by \_\_\_\_\_ Teacher

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

Job Description sighted by \_\_\_\_\_ Chairperson