

Tararua College

Classroom Teacher Job Description

Teaching Techniques

- Implement a curriculum consistent with the departmental scheme that is flexible, engaging and relevant for students.
- Recognise different levels of student ability and deliver the curriculum as appropriate
- Contribute to the development of resources and use a wide range of suitable resources
- Effectively use a range of teaching techniques
- Use a teaching style and resources to account for individual student needs
- Keep a plan book and samples of student work that match the required curriculum specification
- Reflect upon your own teaching approaches and techniques and seek advice to improve or develop

Student Motivation

- Apply a variety of strategies to keep students on task and in a positive atmosphere
- Frequently provide a variety of relevant activities to suit different learning styles and levels
- Encourage students to take responsibility for their own learning
- Encourage students to involve family and whanau in their learning
- Articulate high expectations for all students

Student Management

- Maintain a comprehensive record of every student's attendance
- Implement the schools behavioural guidelines and expectations and make use of the support systems provided
- Establish clear and effective classroom routines
- Reflect upon student concerns and be approachable
- Respect the rights of students to have their own beliefs and values
- Encourage students to value and appreciate each other
- Assess the risk to student's physical, cultural and emotional safety and seek guidance about appropriate action

Professional Knowledge

- Demonstrate an up to date knowledge of curriculum assessment and learning
- Use an appropriate range of assessment techniques
- Write assessment tasks that reflect departmental objectives
- Use assessment data to monitor individual students, groups or whole cohorts to improve student learning
- Record assessment outcomes (according to school/department policy)
- Have a sound knowledge of and consistently follow the assessment policies and procedures of the school
- Undertake professional reading and discuss issues with colleagues
- Regularly attend department, staff and committee meetings

Professional Development

- Participate constructively in performance management
- Identify your own professional development needs
- Attend teacher development programmes and other professional development activities
- Contribute to the professional development needs and activities of the department
- Develop a greater understanding of the Treaty of Waitangi and its principles

Te Reo Me Ona Tikanga

- Pronounce and use Maori names and words correctly, where appropriate
- Develop Maori language knowledge appropriate to your learning area
- Participate in Maori cultural events and develop an understanding of local protocols, tikanga and kawa

Effective Communication (Student, Colleagues and Families/Whanau)

- Spoken and written language is to be clear, correct and appropriate
- Demonstrate effective listening skills
- Communication is to be open, constructive, accurate and timely
- Maintain confidentiality and trust

Support For and Co-operation with Colleagues

- Meet scheduled requests for information in a timely fashion
- Maintain effective relationships with colleagues
- Contribute to the department by assisting with resource development and maintenance
- Share in test and examination preparation as appropriate

Contribution to Wider School Activities

- Participate in activities that benefit colleagues or the school as a whole
- Actively support co-curricular activities
- Share in playground/duties outside the classroom and undertake supervision duties

Tararua College

Year 7-8 Technology (Hard Materials and Digital Technologies) Teacher

Specific Responsibilities and Duties:

Subject to any general and particular directions from the Principal, the Technology Teacher shall be responsible to the Principal for:

1. The day to day management of:
 - a. Programmes of work
 - b. Progress and achievement of students
2. Regular liaison with Technology HOD, other Primary Technology teacher & Contributing Primary Schools
3. Professional Responsibilities:
 - a. Adequately plan for and teach appropriate programmes to Primary Technology students to meet curriculum implementation plan, charter, policies and procedures and New Zealand Curriculum Framework requirements in Technology & Digital Technology
 - b. Ensure that programme development, teaching and evaluation requirements are clearly understood and efficiently executed.
4. Ensure that programme development is sufficiently pre-planned to enable programme skills to be adequately taught, with suitable materials available within budget guidelines.
5. Consult regularly on progress in achieving the following:
 - a. Charter Goals
 - b. Programme Development
 - c. Staff Development
 - d. Resource Provision/Maintenance
 - e. Evaluation
6. Be responsible for care and maintenance of tools and machinery in accordance with safety requirements
7. Report to all contributing primary schools and parents on the student's progress.
8. To act always in a manner that will enhance the reputation of Tararua College.
9. Maintain effective communication with contributing primary schools.
10. Delivery of a Technology Enrichment Programme e.g. CREST for students nominated by their schools
11. Participate fully in the life of Tararua College
12. General Responsibilities and Tasks:
 - a. Keep an up to date inventory
 - b. Ordering of supplies, managing budget, checking financial reports
 - c. Ensure all equipment and machinery is checked and safe