



**SUTTON PARK SCHOOL**  
**89 Vine Street, Mangere East, Auckland 2024**  
**Telephone (09) 276 4560 Facsimile: (09) 276 4529**

## Generic Job Description

Name of Teacher \_\_\_\_\_

Level / Position \_\_\_\_\_

Professional Standard Level \_\_\_\_\_

Number of Units held & responsibility \_\_\_\_\_

### **Purpose:**

This Job Description sets out teacher duties and responsibilities and forms the reference point for appraisal.

### **Accountability:**

All teachers are accountable to the Principal, who is responsible to the Board of Trustees for the performance of all staff

### **Extent of Authority:**

Teachers operate within legal requirements, the school's charter and policies.

Each teacher is responsible for the welfare and education of children and classes assigned by the Principal, and for any other duties delegated by the Principal.

### **Working Relationships**

Teachers

Give priority to ensuring the well-being and educational achievements of each student.

Work as members of a staff team.

Have positive relationships with parents, each other and education personnel.

Help promote the best interests and good image of the school.

Please consult practising teacher criteria for attestation and appraisal.

### **Other related documents;**

Our Code: Our Standards

*Education Council NZ*

Tataiako.

*Ministry of Education NZ*

Tapasā

*Ministry of Education NZ*

KEY AREAS	EXPECTED OUTCOMES	PERFORMANCE INDICATORS
<b>Professional knowledge</b> Curriculum Treaty of Waitangi Learning and assessment theory	<ul style="list-style-type: none"> <li>➤ Have a sound knowledge of NZ curriculum. Good understanding of learning, teaching and assessment theories.</li> <li>➤ Good knowledge of inclusive and strength based approaches to learning &amp; teaching.</li> <li>➤ Understand implications of the Treaty of Waitangi and teaching.</li> </ul>	<ol style="list-style-type: none"> <li>1. Use heritage language especially reo Maori for learning when/where possible.</li> <li>2. Use local context and resources for learning.</li> <li>3. Ensure the pedagogy reflect the principles and intent of the ToW.</li> </ol>
<b>Leading learning</b> Planning and preparation Teaching and learning strategies Assessment/reporting Use of resources and technology. Self Regulating learners.	<ul style="list-style-type: none"> <li>➤ Demonstrate a broad range of highly effective learning teaching and approaches.</li> <li>➤ Ensure that students know where they are achieving and where to next and how.</li> <li>➤ Be sure that parents are informed of student achievements and how to best support further learning.</li> <li>➤ Continually evaluate and reflect on teaching and act on areas where it can be improved</li> </ul>	<ol style="list-style-type: none"> <li>1. <i>Ensure you know where the children are achieving and accelerate their learning.</i></li> <li>2. <i>That there is quality teaching and learning for all students.</i></li> <li>3. <i>There is increased student voice and student management of their learning.</i></li> </ol>
<b>Developing a safe culture</b> Your behavior. Student behavior. School culture. Classroom culture, Physical and social environment	<ul style="list-style-type: none"> <li>➤ Teacher actions reflect their ‘Statement of Commitment to students’ well-being.</li> <li>➤ Teachers moderation of their conscious and unconscious biases and prejudices.</li> <li>➤ Be the example of the values, vision and mission of the school.</li> <li>➤ Good appreciation of the goals and shared beliefs and the shared understandings of the school.</li> <li>➤ Be sensitive to the children’s cultures.</li> </ul>	<ol style="list-style-type: none"> <li>1. Positive teacher/student relationship.</li> <li>2. Practices and attitude aligns well with the core culture of SPS.</li> </ol>
<b>Community engagement</b> Colleagues. Students Families / whanau. Community and support agencies.	<ul style="list-style-type: none"> <li>➤ Demonstrate highly effective communication skills when interacting with students, colleagues and whanau.</li> <li>➤ Be positive with the wider community.</li> <li>➤ Attend staff meetings and be committed to staff agreements.</li> </ul>	<ol style="list-style-type: none"> <li>1. Good communication</li> <li>2. Maintains confidentiality and trust.</li> <li>3. Positive relationship with others.</li> </ol>
<b>Support for and co-operation with colleagues</b>	<ul style="list-style-type: none"> <li>➤ Provide assistance to colleagues on improving teaching and learning.</li> <li>➤ Be part of a team selected to organize school extra curricular events.</li> <li>➤ Be an active member of a syndicate or whanau.</li> </ul>	<ol style="list-style-type: none"> <li>1. Act on advice from resource and expert teachers.</li> <li>2. Ask for support when needed.</li> <li>3. Contribute to team decision and projects.</li> </ol>
<b>Contribution to wider school activities</b>	<ul style="list-style-type: none"> <li>➤ Successfully organise aspects of programmes within the school.</li> <li>➤ Co-operate with plans for school events.</li> <li>➤ Be a member of a team to organize and run school events.</li> </ul>	<ol style="list-style-type: none"> <li>1. Support and participate in school wide events.</li> <li>2. Fulfil the requirements of delegated tasks.</li> <li>3. Actively supports decisions made by syndicates, whanau and the whole school.</li> </ol>

Staff: \_\_\_\_\_

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

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

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