



KAMO HIGH SCHOOL



Job Description: *Class room teacher.*

SECTION A	CLASS ROOM TEACHER	
RESPONSIBLE TO: FUNCTIONAL RELATIONSHIPS WITH: PRIMARY OBJECTIVE:	Board of Trustees Principal Head/s of Department/s Senior Managers Deans Head of Department/s Other members of Department/s Teaching, Office and Support Staff Caregivers Students To provide quality learning experiences for students.	
KEY TASKS	EXPECTED RESULTS	SELF APPRAISAL
Professional Knowledge: Plan and prepare teaching/learning programmes and keep professionally up to date.	Students are taught by a teacher who demonstrates knowledge of: <ul style="list-style-type: none">- current curricula, the subjects taught and current learning theory,- the Treaty of Waitangi and Te Reo Maori me Ona Tikanga,- the characteristics and progress of his/her students,- appropriate teaching objectives,- appropriate technical resources,- appropriate learning activities, programmes and assessment.	

<p>Professional Practice: Establish and maintain an effective learning environment.</p>	<p>The environment is one in which:</p> <ul style="list-style-type: none"> - there is respect and understanding, - high expectations that value and promote learning are established, - student learning processes are managed, - student behaviour is managed positively, - students are safe, - students' personal needs are considered, with reference to Guidance staff and Form teacher where appropriate. 	
<p>Practice satisfactory teaching strategies.</p>	<p>Students are taught by a teacher who:</p> <ul style="list-style-type: none"> - communicates clearly and accurately, - uses a range of teaching approaches, - engages students in learning, - provides feedback to students and assesses learning, - demonstrates flexibility and responsiveness. 	
<p>Professional Relationships: Demonstrate in a positive way a cooperative role in the school, sharing information and respecting the trust and confidentiality of the position.</p>	<p>Teaching reflects a view to improvement. Records are maintained accurately. Colleagues, families and caregivers are communicated with. A contribution is made to the life of the school:</p> <ul style="list-style-type: none"> - duties are done, - confidential reports are processed quickly and accurately, - established and agreed routines and practices are followed, - meetings are attended and contributed to. <p>A contribution is made to the departmental team. There is professional development and participation in the appraisal process. Confidentiality, trust and respect are maintained.</p>	
<p>Professional Leadership: Display leadership in whatever role being filled at the time.</p>	<p>Leadership is shown by:</p> <ul style="list-style-type: none"> - demonstrating flexibility and adaptability, - focusing on teaching and learning, - leading and supporting other teachers, - displaying ethical behaviour and responsibility, - recognizing and supporting diversity among groups and individuals, - encouraging others, and participating in professional leadership, managing resources safely and effectively. 	



KAMO HIGH SCHOOL



Job Description: *Form/Whanau teacher.*

SECTION B	WHANAU TEACHER	
<p>RESPONSIBLE TO:</p> <p>FUNCTIONAL RELATIONSHIPS WITH:</p> <p>PRIMARY OBJECTIVE:</p>	<p>Board of Trustees Principal Senior Managers</p> <p>Whanau Co-ordinator Deans Classroom teachers Guidance staff Whanau student executive Caregivers Teaching, Office and Support staff</p> <p>To promote and maintain student well-being.</p>	
KEY TASKS	EXPECTED RESULTS	SELF APPRAISAL
<p>Administration: Manage the flow of information to, from and for the students as required.</p>	<p>Information is:</p> <ul style="list-style-type: none"> - received and processed, - communicated promptly and effectively. 	
<p>Accurate records of student attendance are maintained and information is readily available.</p>	<p>Daily registers and class rolls are maintained:</p> <ul style="list-style-type: none"> - accurately and completely. <p>Attendance discrepancies are:</p> <ul style="list-style-type: none"> - observed, - communicated to caregivers when more than 3 consecutive absences occur without explanation. - Whanau Dean is notified when absences are unexplained. <p>Absence notes are:</p> <ul style="list-style-type: none"> - collected and filed if accepted. 	

KEY TASKS	EXPECTED RESULTS	SELF APPRAISAL
Caregivers are informed of student achievement.	Reports are: <ul style="list-style-type: none"> - completed according to school and department protocols, - collated, checked, - commented on, - processed by the due dates. 	
Promote student responsibility for attendance, punctuality, uniform, and homework books.	Students will: <ul style="list-style-type: none"> - know what the school requires of them, - be in class and on time, - wear correct uniform or have a pass, - take responsibility for their behaviour and learning, - maintain a homework notebook. 	
Pastoral care: Create a sense of belonging.	A welcoming room atmosphere and a Whanau allegiance is promoted. Positive relationships based on mutual trust and respect are in place. Student achievement is supported, acknowledged, and recorded. Personal circumstances that may effect student achievement and/or behaviour are known and supported. Students participate in leadership at all levels. Student achievement folders are maintained.	
Be proactive	Early intervention, praise, advice and assistance are given.	
Make use of the departmental support, the guidance and discipline systems to solve problems.	Understand and apply the departmental classroom support programme. When necessary, take disciplinary action that is: <ul style="list-style-type: none"> - firm, fair, and consistent, - takes account of individual circumstances. When appropriate, students are brought to the attention of: <ul style="list-style-type: none"> - the Whanau Dean, - the year level Dean, - the Guidance staff. When appropriate, act as a focal point for information about student behaviour and achievement.	