



3:3.4 Job Description for Beginning Teacher

Name:

Position: Beginning Teacher Fixed term
Responsible to: Senior Teacher Tutor/ Principal

St. Michael's Church School is a Christian School in the Anglican tradition reflecting the intentions of the St. Michael's Church School Statute.

Primary Objectives:

- To agree to, participate in, uphold and support the special character of the School as outlined in the School Statute, Code of Ethics, Code of Conduct and School Values.
- To meet the professional standards as set down in the current Primary Teachers, Collective Employment Agreement.
- To implement and work to achieve the goals and targets of the NZ Curriculum and the Christian Education programmes of St. Michael's.
- To abide by and implement the school's policies and procedures.
- To foster School/Parents/Parish community partnerships.

Key Tasks:

(Notes in brackets refer to the Registered Teacher Criteria of the New Zealand Teachers Council)

Professional Standards	Key Tasks	Action for measurable outcomes
<p>1) Professional Knowledge:</p> <p>Demonstrate a basic knowledge of NZ curriculum, and of current learning and assessment theory.(3i, 6i/ii)</p> <p>Demonstrate commitment to personal on-going learning (4i/ii/iii)</p>	<p>1.1 To be willing to develop knowledgeable about the science of teaching and the curriculum framework</p> <p>1.2 To be aware of current research and willingly build on knowledge with others</p> <p>1.3 To ensure that evaluation, assessment and monitoring requirements are completed to a good standard</p> <p>1.4 To be personally reflective with a view to on-going improvement as a teacher</p>	<p>Participate in collegial dialogue and use proven research to reflect on and improve teaching practice.</p> <p>Explore best practice about teaching and learning.</p> <p>Develop planning strategies that reflect the school's programmes of learning and current educational research.</p> <p>Contribute to Curriculum development incorporating Christian values.</p> <p>Develop resources which incorporate elements of te reo and tikanga Maori with some guidance.</p> <p>Increasingly use a variety of forms of assessment. Keep good records of evaluation, assessment and monitoring carried out</p> <p>Demonstrate continual improvements in teaching practice.</p>
<p>2) Teaching Techniques:</p> <p>Use a range of effective teaching techniques (6i/ii 8i/ii/iii/iv)</p> <p>Evaluate and reflect on all teaching and act on areas where it can be improved (12i/ii/iii)</p>	<p>2.1 To recognise and cater for individual pupils' needs and abilities</p> <p>2.2 To explore using pupil-led learning</p> <p>2.3 To use technology appropriately to enhance learning</p> <p>2.4 To provide opportunities for the use of a range of resources to promote meaningful learning</p> <p>2.5 To review programmes and modify as appropriate</p>	<p>Use a variety of groupings to meet pupil needs.</p> <p>Develop specific techniques for teaching pupils from a range of cultural backgrounds.</p> <p>Involve pupils in the formulation of learning intentions.</p> <p>Promote child-centred learning and higher order thinking.</p> <p>Incorporate technology as an integral part of the classroom programme.</p> <p>Make use of a variety of resources</p> <p>Review programmes and amend as appropriate.</p>

<p>3) Motivation of Pupils:</p> <p>Develop a wide range of techniques that provide strong motivation for a diversity of pupils (9i/ii/iii)</p>	<p>3.1 To understand and use learning and teaching theories that cater for pupils' needs</p> <p>3.2 To engage pupils actively in learning</p>	<p>Use a variety of approaches in planning and teaching.</p> <p>Provide meaningful feedback that encourages pupils to improve their performance.</p> <p>Foster an environment which encourages pupils to set goals, take risks and evaluate in order to take increasing control of their learning.</p>
<p>Professional Standards</p>	<p>Key Tasks</p>	<p>Action for measurable outcomes</p>
<p>4) Classroom Management:</p> <p>Demonstrate commitment to pupil welfare and learning (2i/ii/iii/iv)</p> <p>Effectively manage challenging learning environments (7i/ii)</p>	<p>4.1 To develop a class learning environment where all individuals are valued and respected.</p> <p>4.2 To establish a safe physical and emotional environment.</p> <p>4.3 To implement effective strategies to manage pupil behaviour.</p>	<p>Ensure pupils are given the opportunity to express their thoughts and opinions in a respectful environment.</p> <p>Demonstrate effective risk management. Ensure both teacher and pupils are familiar with emergency requirements and procedures.</p> <p>Consistently apply clear behavioural expectations and consequences. Encourage pupils to take responsibility for their own behaviour.</p> <p>Develop effective strategies for solving problems.</p>
<p>5) Communication:</p> <p>Demonstrate effective communication skills when communicating with colleagues, pupils, parents and the school/church community (1i, 10i/ii, 11ii/iv/v)</p>	<p>5.1 To develop and maintain open communication with all members of the school community.</p> <p>5.2 To give information to pupils and parents on the achievements of pupils.</p>	<p>Communicate regularly and effectively with all members of the school community.</p> <p>Contribute to and promote the learning partnership between home/school/church communities.</p> <p>Provide on-going and specific feedback to pupils and parents.</p>
<p>6) Cooperation with colleagues:</p> <p>Respond constructively to assistance given</p> <p>Identify and communicate personal strengths and needs</p> <p>Learn from colleagues to improve teaching (1i, 4i/ii/iii)</p>	<p>6.1 To receive up to .2 release time for Professional Development</p> <p>6.2 To seek advice and assistance when necessary</p> <p>6.3 To be prepared to meet regularly with the Tutor teacher and Principal</p> <p>6.4 To be involved positively in staff initiatives.</p>	<p>Support syndicate and school initiatives and decisions. Share new knowledge with colleagues.. Maintain a good running record of progress in</p> <ul style="list-style-type: none"> * meetings held, *personal and professional strengths, * establishing routines, organisation and behaviour management. *curriculum planning, preparation, implementation and record keeping * monitoring of assessments and the subsequent evaluations * developing professional relationships with parents, pupils and other staff <p>Complete a written report, using the Beginning Teacher proforma, once a term</p>
<p>7) Contribution to wider school activities:</p> <p>Participate in aspects of programmes within the school to promote teaching and learning (5i/ii)</p>	<p>7.1 To participate in school-wide activities.</p>	<p>Take responsibility for playground duties as specified from time to time</p> <p>Participate in worship, prayers and Christian education programmes.</p> <p>Contribute to sporting, cultural and other extra-curricular activities as requested</p> <hr/>
<p>To be signed on initial employment and at Annual Attestation review</p>	<p>Sign: _____ (Teacher)</p> <p>Date: _____</p> <p>Sign: _____ (Principal)</p> <p>Date: _____</p>	<p>All relevant teaching professional standards have been assessed. Evidence has been provided to ensure compliance against the relevant teaching standards.</p> <p>Sign: _____ Attestor</p> <p>Date: _____</p>