

## POSITION DESCRIPTION PRIMARY TEACHER

The class teacher is responsible to the Head of Primary for the effective and efficient management of her/his class and the wellbeing of the children.

From the first day of school, the class teacher assumes a most important role. The class teacher is considered to be in “loco parentis”. In the Primary School, each teacher shall assume the role of mentor and guide in the eyes of the children.

### GENERAL STATEMENT OF ACCOUNTABILITY (Responsibilities)

The class teacher shall:

- act in a professional manner at all times
- uphold the standards of the school
- be energetic, enthusiastic, highly motivated, innovative and loyal to the school
- work professionally and harmoniously with staff, students and parents/caregivers
- maintain positive communications with parents/caregivers
- be considerate towards, supportive of and willing to work with, all other staff members
- be keen to develop both personally and professionally, and engage positively with professional networks and associations and in-school staff professional development
- encourage and respect each child for themselves and their efforts
- communicate positively with children at all times, showing due respect for the children’s efforts and give positive feedback
- lead Primary Chapel services as rostered
- prepare and lead class assemblies as rostered
- contribute to the wider life of the school through co-curricular involvement, duties and responsibilities
- take responsibility for maintaining and completing the requirements for the annual appraisal cycle and portfolio and be proactive regarding lesson observations and liaising with their appraiser.

### THE CLASSROOM

The class teacher shall:

- maintain a bright, tidy and interesting classroom
- report any maintenance concerns promptly
- insist on personal and classroom tidiness from all children
- change displays at regular intervals, using a high percentage of children’s work to retain impact and student interest
- display children’s work with respect
- encourage the children to take pride in their classroom, locker area and public spaces.

## **CLASS ADMINISTRATION**

The class teacher shall:

- take attendance daily and keep a class register
- report any absences not accounted for by 9.15am to Primary Administrator
- retain all absence notes during the year
- refer to staff minutes regularly during the year
- carry out responsibilities promptly and within given time frames
- keep the term planner and class weekly timetable up to date
- advise the office of students' changes of address, telephone number and emergency contacts.

## **CLASS PROGRAMME**

The class teacher shall:

- establish regular routines and parameters
- expect and gain effective work routines
- expect good manners, consideration and care for others at all times
- expect children to stand for staff, visitors on first entry to class for the day
- expect children to stand back for adults at doors etc.

## **PLANNING**

The class teacher shall:

- plan thoroughly to maximise successful learning outcomes for each child in all areas of the curriculum
- actively support the Head of Primary in shared planning, resource development and assessment
- plan long term and weekly, and these plans to be available for view by senior staff
- participate in the school's Professional Learning Cycle.

## **TEACHING AND LEARNING**

The class teacher shall:

- be familiar and engage confidently with the New Zealand Curriculum
- demonstrate a commitment to future-focused learning
- plan and teach in line with the school objectives and according to the needs of each child
- incorporate the use of school-wide Learning Management Systems in teaching practice
- encourage mastery of subjects and begin remedial or extension programmes as necessary
- have prepared suitable materials for children who may require extension, extra work or help.

## **ASSESSMENT AND EVALUATION**

The class teacher shall:

- gather a variety of data and records to aid effective planning
- evaluate own teaching programmes using a variety of assessments, reviewing teaching methods in comparison with children's learning outcomes
- evaluate children's progress using a variety of assessments
- gather data and keep full summative and formative records on all children
- record all appropriate data for accurate assessment, evaluation and reporting on student development and learning outcomes

- follow school-wide assessment and reporting practice, maintaining accurate and up-to-date records.

### **HOMEWORK**

The class teacher shall:

- set regular, relevant homework at all levels - reading, writing, research for class projects etc.  
Year 0 – Year 2 10 – 15 minutes  
Year 3 20 minutes  
Year 4 20 – 30 minutes  
Year 5 30 minutes  
Year 6 30 – 40 minutes
- expect parents/caregivers to ensure homework is being done
- expect an explanatory note to be written on those occasions where homework has not been done
- mark all work as children complete tasks, to ensure relevance to the student.

### **COMMUNICATIONS WITH PARENTS/CAREGIVERS**

The class teacher shall:

- communicate positively with, listen carefully and respond appropriately and proactively to parent communications
- consider early intervention; contact parents/caregivers as soon as a learning or behavioural problem arises which needs parental assistance or input
- use the appropriate school channels and personnel to follow up on student concerns
- contact parents/caregivers with positive reports at every opportunity
- send a class newsletter home once each term
- ensure that the Head of Primary is fully informed of any issues with students or parents/caregivers and kept up to date with progress in these areas.

### **SPECIFIC TO MARSDEN**

The class teacher shall:

- observe school policies
- be respectful and observant of the special character of Marsden
- actively support the values of Marsden – the pursuit of personal excellence, resilience, creativity, service and respectful relationships
- attend school community events as required by the Head of Primary.

*This document is subject to reasonable amendments from time to time by the employer and reflects the changing requirements of the position.*

## **GENERAL RESPONSIBILITIES**

The class teacher will demonstrate:

### **COMMITMENT TO THE TEACHING PROFESSION**

- by demonstrating a commitment to providing high-quality and effective teaching
- by engaging in professional, respectful and collaborative relationships with colleagues
- by demonstrating a high standard of professional behaviour and integrity
- by demonstrating a commitment to tangata whenuatanga and Te Tiriti o Waitangi partnership in the learning environment
- by contributing to a professional culture that supports and upholds this Code.

### **COMMITMENT TO LEARNERS**

- by promoting the wellbeing of learners and protecting them from harm
- by engaging in ethical and professional relationships with learners that respect professional boundaries
- by respecting the diversity of the heritage, language, identity and culture of all learners
- affirming Māori learners as tangata whenua and supporting their educational aspirations
- promoting inclusive practices to support the needs and abilities of all learners
- being fair and effectively managing my assumptions and personal beliefs

### **COMMITMENT TO FAMILIES AND WHĀNAU**

- by engaging in relationships with families and whānau that are professional and respectful
- by engaging families and whānau in their children's learning
- by respecting the diversity of the heritage, language, identity and culture of families and whānau.

### **COMMITMENT TO SOCIETY**

- by promoting and protecting the principles of human rights, sustainability and social justice
- by demonstrating a commitment to a Tiriti o Waitangi based Aotearoa New Zealand
- by fostering learners to be active participants in community life and engaged in issues important to the wellbeing of society.

*These statements derive from the Code of Professional Responsibility for the teaching profession.*