

# TAHATAI COAST SCHOOL TEACHER'S JOB DESCRIPTION

**RESPONSIBLE TO:**

Principal



**CO-OPERATIVE/COLLEGIAL RELATIONSHIPS WITH:**

Board of Trustees  
Ancillary Staff  
Parents  
Advisers

Other Staff Members  
Children  
Helping Agencies



**SCHOOL MISSION STATEMENT:**

*Ours is a caring, supportive school where every child is given the opportunity and encouragement to develop an open mind, a passion to learn and the ability to put knowledge to work.*



**1. Classroom Teaching**

Provide quality learning opportunities targeted to the specific needs of the class group

KEY OBJECTIVES	RESULTS EXPECTED	POSSIBLE DIFFICULTIES
Establish entry level for individuals	Cumulative pupil progress.	
Design and plan programme evaluations.	Area, class, group, individual plans and programmes.	
Set achievable goals.	Individual pupils know specific goals.	
Evaluate learning experiences and outcomes.	Cumulative pupil profiles demonstrate growing mastery and available on request.	
Reteach where necessary or appropriate.	Learning episodes revisited result in mastery.	

## 2. *Classroom Culture*

Developing a classroom culture where individuals are encouraged, respected, and challenged intellectually, physically, and socially.

<b>KEY OBJECTIVES</b>	<b>RESULTS EXPECTED</b>	<b>POSSIBLE DIFFICULTIES</b>
Develop classrooms where students feel safe, relaxed, and committed.	A progression from custodial care to mastery learning throughout the year.	
Ensure tasks are within capabilities of students.	All students will experience success.	
Maintain a classroom where praise and positive reinforcement predominate.	Students will reinforce each other.	
Ensure that the classroom is an attractive, orderly place, where equipment/resources are well managed.	A stimulating, constantly changing classroom, with all involved in it's maintenance.	
Recognise individual differences and provide for a variety of learning modes and groupings.	All students are able to work effectively in a variety of modes.	
Provide a procedure for resolving misunderstandings and/or disputes.	Distractions to learning kept to a minimum. Disputes rapidly resolved.	

## 3. *Personal Professional Development*

Maintaining an understanding of developing trends in education, keeping up to date in curriculum development and participating fully in teacher development and Quality Learning Circles.

<b>KEY OBJECTIVES</b>	<b>RESULTS EXPECTED</b>	<b>POSSIBLE DIFFICULTIES</b>
Read a variety of educational articles and journals.	Incorporate new ideas into teaching repertoire.	
Take part in school-based and district-based in-service.	Discuss, examine, modify, present teaching practices.	
Share ideas and practices with colleagues.	Take an active part in small group and whole of staff meetings.	
Be involved in visiting and being visited by colleagues in the classroom and subsequent discussions.	Follow a thematic School Development approach.	
Take an active part in Quality Learning Circles.	Develop an active, reflective-practice mode of improving professional competence.	

#### 4. *School Culture*

Maintaining a professional stance both within the school and within the community in order to foster the highest quality teaching and learning.

<b>KEY OBJECTIVES</b>	<b>RESULTS EXPECTED</b>	<b>POSSIBLE DIFFICULTIES</b>
Participate in student activities outside the classroom.	A high level of student activity throughout the day. Promotion of EOC. Trips, visits and exchanges occurring regularly.	
Communicate with parents/ care givers regarding pupil progress.	Maintain a term report cycle. Attend meetings of parents and other interviews.	
Support the school's image in the community.	Individual confidentiality respected. Problems resolved within the institution. Students' positive attributes promoted. Visitors made welcome.	
Participate in whole-of-school events.	Commitment to a collegial relationship.	
Actively promote, by example, appropriate and desirable pupil behaviour.	Teachers will listen to a variety of points of view; will be available for individual help and advice; will model courtesy; will act fairly; show a sense of humour, etc.	

#### 5. *Specific Responsibilities*

