

## **Job Description**

New Entrant/Year One Teacher.

### **Job Title: Scale A Teacher**

Responsible To: Principal  
Halcombe School

Functional Relationship With: Principal, Staff, all Parents, and Children and Community.

Primary Objectives:

1. Be responsible for teaching the New Entrants-Yr 1 class.  
Teaching all curriculum areas.
2. Develop innovative programmes that cater for the needs of the children in the class in the above curriculum areas.
3. Promote a learning climate in which ideas and creativity flourish.
4. Contribute towards the overall development of the school, with particular emphasis on the Junior Department.
5. Have school-wide input or responsibility for:
  - Junior Reading.
  - Junior Maths.

Reaching these objectives will involve the following Key Tasks:

<b>Key Tasks</b>	<b>Performances Outcomes</b>	<b>Indicators</b>
Enables and encourages learning.	Teaching will encourage learning.	Children have enthusiasm for learning

Have competence in N.Z. Curriculum.

Use gazetted curriculums and curriculum framework, covering appropriate Achievement Objectives. Ability to talk about and put into practice the Objectives of curriculum areas. Use relevant and up-to-date material and techniques.

All classroom programs reflect the N.Z. Curriculum.

Uses appropriate teaching techniques and pupil management skills.

Uses purposeful classroom activities, individual needs are understood. Use variety of learning activities and styles. Individual needs are addressed in teaching programme. Teacher is respected.

Children are being taught and are progressing at their own rate.

Plans, prepares and evaluates programs of work.

Planning is organized and detailed. Planning reflects needs and ability of the class.

A well organized classroom programme meeting the children's abilities and needs.

Evidence of advanced preparation of lessons. Contributes to shared unit planning. Uses School Scheme.

Contributes toward the work of the school as a whole.

Attends, staff meetings, completes administrative work, fulfills obligations in the charter. Supports the work of other staff. Participates in activities with students outside the classroom, where appropriate.

Staff supports the school.

Promotes health, physical and cultural safety.

Know limits of physical contact shows sensitivity towards differences, counters sexist and racist attitudes.

Children and staff respect others regardless of gender or race.

Teaching and attitudes reflect the beliefs and goals in School Charter.

Demonstrates awareness of and respects school goals and beliefs. These beliefs and goals are put into practice where applicable.

Unique character of Halcombe School is upheld.

School Policy and Procedures are clearly followed.

Knows and understands school procedures and policy. Procedure is followed.

A smoothly functioning school.

Oversight of Junior Reading Programme, Junior Reading, 6 year Net. evaluations.

Staff informed of current developments in Junior Reading programs. Staff informed of new junior reading material in the school. Junior Reading material catalogued and easily accessible.

We will have a quality junior reading programme in the school, with children progressing regularly.

Junior Reading Evaluation, 6 Year Net, and S.E.A. implemented and recorded. DP to carry out these assessments.

Liaise with Leadership and be aware of needs in the class.

Oversight of curriculum areas.	Staff informed of current developments in your area.	An up-to-date and dynamic school.
	Budgets are spent responsibly.	
	Areas and resources are maintained, developed and organised.	
Acceptance of delegated environmental responsibilities.	Delegated areas will be up-to-date and organized.	A smooth functioning, tidy school.
Positive communication with Parents and Community members	All communication with parents and community will be on positive note, and professionally handled.	Parent body will be informed and supportive.
Promotion of Halcombe School at Pre-schools, Playcentres and Kindergartens.	Attend open evenings / days as applicable, presenting the positive opportunities available at Halcombe School to prospective parents,(in negotiation with the Principal).	Prospective parents will be informed and invited to view Halcombe School. Halcombe School will continue to draw in children from these facilities.