



## GENERIC JOB DESCRIPTION FOR ALL TEACHERS

PRINCIPAL: Prudence A.Kelly  
BA, Dip Ed, MEd Admin Hons

A person employed at Wellington High School as a teacher shall carry out the following key tasks and responsibilities.

### Professional Knowledge

- Demonstrate knowledge of the New Zealand Curriculum Statements relevant to their area of teaching
- Extend personal knowledge through Professional Development keeping informed of developments in Curriculum, Assessment and learning theory
- Ensure class programmes and practices reflect the intentions of the Treaty of Waitangi and its principles

### Teaching Techniques

- Plan, assess and monitor programmes that meet the needs of students, are consistent of sound teaching and learning practice and satisfy the requirements of the WHS curriculum
- Display a range of teaching techniques and tools that ensure the learning needs of all students are catered for.

### Motivation of Students

- Establish a positive relationship with students
- Support students in achieving their goals
- Provide work at a level appropriate to the student
- Ensure effort and positive behaviour are recognised and encouraged

### Classroom Management

- Create a classroom atmosphere where students feel secure and valued
- Ensure a clean, safe working environment

### Communication

- Promote positive relationship with other staff members
- Develop positive relationships with parents, Whanua, staff and Board of Trustees

### Support for and cooperation with colleagues

- Establish a good relationship with other staff members
- Work as an effective member of the WHS teaching team

### Contribution to wider school activities

- Show support for school functions and participate in the co-curricular life of WHS
- Take responsibility for daily routines and duties
- Take an active role in planning and carrying out school events where and as applicable.

At all times the policies of the Board of Trustees of Wellington High School shall be adhered to and teaching staff shall be answerable to the Board of Trustees or the Principal through the Board's delegated authority.

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Teacher

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Date

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Signed