



GENERAL JOB DESCRIPTION

PART-TIME FIXED TERM TEACHER OF DRAMA T2-4, 2012

Teacher: _____ Signed: _____ Date: _____

Principal: _____ Signed: _____

RESPONSIBLE TO

- Principal
- Head of Primary (Y7-8) / Secondary (Y9-13)
- Head of Curriculum

FUNCTIONAL RELATIONSHIPS WITH

- Relevant Deans (i.e. Senior Primary, Junior Secondary, Senior Secondary)
- Professional Learning Group colleagues
- Arts Curriculum Team members
- Other staff colleagues

EMPLOYMENT AGREEMENT

All teachers at Rangiora New Life School are covered by the Area Schools' Collective Employment Agreement.

PRIMARY RESPONSIBILITY

Teachers at Rangiora New Life School will work to:

fulfil the school's mission to provide a quality Christian education that equips and inspires all students to reach their full potential in order to serve God's purposes.

CURRENT TEACHING RESPONSIBILITIES

Y7/8 3 periods, Y9 3 periods, Y10 3 periods, Y11 Drama 4 periods, Y12/13 Drama 5 periods, 'club' 1Period (this includes small numbers of students for NCEA Levels 1, 2 and 3)

TEACHING ROLE

Overarching Aim: To effectively engage all students in their learning with appropriate support and challenge.

Curriculum knowledge and application

I, as a teacher at Rangiora New Life School, appropriate to my teaching experience, will:

- Take responsibility for the teaching of assigned curriculum areas and class levels according to the requirements of the NZ Curriculum Framework and NZQA as well as the provisions of the school's Special Character and Charter.
- Demonstrate professional knowledge of the NZ National Curriculum and apply this effectively in programmes of learning.
- Use a collaborative approach to the planning and delivery of units of work as much as is practicable.

- Complete accurately and appropriately as required by school policy all tasks of planning, evaluation and record keeping.
- Have a commitment to plan and implement the use of te reo Maori in day to day instruction relevant to teaching level and subject specialisation.
- Maintain child cumulative records, reports and pupil files through electronic means

Classroom Management

I, as a teacher at Rangiora New Life School, appropriate to my teaching experience, will:

- Demonstrate clear and effective classroom management skills.
- Ensure classrooms have a high level of on-task behaviour.
- Ensure a classroom focus on the rights and responsibilities of all individuals.
- Establish a purposeful working environment and atmosphere that is owned by the pupils.
- Ensure pupils interact in a supportive and respectful manner.
- Establish with pupils, (and achieve) high expectations of pupils in relation to work standards, behaviour, manners and self organisation.
- Focus the class behaviour plan on the positive and recognize appropriate behaviours predominantly.
- Establish a focused working environment that caters for differing learning styles.
- Have a classroom that “flows” smoothly ie. the physical layout is effective and contributes to a quality learning atmosphere.

Effective Teaching Techniques

I, as a teacher at Rangiora New Life School, appropriate to my teaching experience, will:

- Demonstrate a range of effective and well thought through teaching techniques and approaches that motivate students to achieve to their potential.
- Ensure children know what they are doing and why (sharing of clear learning intentions and success criteria).
- Employ focused feedback and feed-forward techniques with pupils in their learning across all learning areas.
- Utilise effective questioning techniques.
- Creatively and consistently use pupil self-assessment and peer assessment techniques.
- Assist students in achieving competence in the use of information and other technologies relevant to the classes taught.
- Work with other staff in the planning and preparation of cultural, sporting and outdoor education programmes as well as assistance at them as appropriate.
- Work flexibly with individuals, groups and whole class.
- Identify needs and teach purposefully to address these.
- Utilise a variety of learning approaches (e.g. co-operative learning)
- Promote child-centred learning and higher order thinking using approaches such as Inquiry, co-operative, thinking tools
- Use formative assessment to plan programmes to meet individual needs
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Engagement and Expectations

I, as a teacher at Rangiora New Life School, appropriate to my teaching experience, will:

- Establish clear expectations of all aspects with all pupils and consistently model such expectations (e.g. work standards).
- Display enthusiasm, a passion for learning and teaching, and relate positively to all pupils.
- Provide challenging activities that are purposeful and manageable and are child centred.
- Take a keen interest in students ideas and contributions.
- Create with pupils a highly stimulating environment alive with challenging activities.
- Collaborate with pupils to establish clear learning outcomes that specify the knowledge to be attained, skills to be learnt or practiced, values and attitudes to be fostered.
- Have high quality, purposeful displays that exemplify models of quality work and achievement.
- Make a positive effort to understand and appreciate individual needs and cultural backgrounds and incorporate into the classroom programme

Relationships and Communication

I, as a teacher at Rangiora New Life School, appropriate to my teaching experience, will:

- Maintain excellent professional records and documentation.
- Provide high quality reports to parents both oral and written.
- Respond appropriately to written communiqués.
- Ensure written communication with parents is accurate in all respects.
- Maintain high quality, positive and effective working relationships with colleagues.
- Maintain loyalty to, and foster a positive relationship with, colleagues, children, parents and board.
- Work in an effective team environment, support colleagues and contribute to team plans and programmes.
- Be actively collaborative in decision making.
- Actively promote Rangiora New Life School beyond the school in a positive light.

DEPARTMENTAL RESPONSIBILITIES

I, as a teacher at Rangiora New Life School, appropriate to my teaching experience, will:

- Contribute to the planning and budgeting for the purchase and replacement of resources in curriculum areas.
- To maintain all such resources and equipment in good and safe condition.
- To implement the school schemes in designated curriculum areas.

OTHER RESPONSIBILITIES

I, as a teacher at Rangiora New Life School, will:

- Take part in staff devotions and memo time from 8:15-8:30 am, Monday, Wednesday and Friday.
- Keep up to date with current curriculum requirements in the various syllabus areas by personal research, attending relevant courses and staff development seminars.
- Assist the School in other general duties such as playground and road patrol.
- Attend official School functions which may be held outside of normal school hours.
- Be available occasionally after school to discuss, plan and work with other staff or meet with parents.
- Actively seek opportunity for Drama students to participate in inter-school events such as the *Sheila Winn Shakespeare Festival* as well as provide opportunity for students to attend dramatic productions.

PERFORMANCE MANAGEMENT

I, as a teacher at Rangiora New Life School, appropriate to my teaching experience, will:

- Complete all aspects of the School's Performance Management Programme for each year.
- Ensure that all areas of the relevant Professional Standards are being undertaken on a consistent basis.