

# Job Description: Teacher

Name:

Position:

Teacher

Responsible To:

Principal

Functional Relationships With:

Board of Trustees, Parents, and Staff

## Main Objectives:

1. To be an effective educator, providing high quality care and education for all children.
2. To carry out all written work each term in a timeframe the Principal has determined as appropriate.
3. Make resources for the classroom where and when necessary and as time allows.
4. To work effectively with other staff members as part of a co-operative team.
5. To have open and ongoing communication with parents at all times.
6. To communicate with other staff members, Principal and Board of Trustees.
7. To carry out general duties as required and rostered.
8. To take reasonable care for own health and safety and co-operate with any reasonable policy or procedure of the Board of Trustees relating to health or safety at the preschool.
9. To maintain a consistent, positive and flexible attitude.
10. To take an active part in promoting and marketing the Preschool.
11. To implement the curriculum and programme consistent with the Principles, Strands and Goals of Te Whāriki, and the preschool's Montessori Philosophy.



*For the love of learning*

## Key Tasks - Teachers: ★

### Curriculum Management Responsibilities:

- To contribute regular assessment documentation through Learning Stories and formal six monthly written assessments in relation to noticing and responding to children's learning and development. Formal written assessments will be delivered to parents/whanau and caregivers at scheduled times.
- Undertake Internal Evaluation Reviews.
- To provide an attractive stimulating learning environment at all times.
- To be available to talk with parents informally about their child's learning through sharing learning stories and inviting parent contribution.
- To model positive behaviour management strategies with children.
- To ensure children experience high quality interactions at all times.
- To be available at the beginning and end of sessions to greet and farewell children and families, and pass on relevant information.

### Team Responsibilities:

- To attend and contribute to all class and staff meetings.
- To be an active team member who supports fellow colleagues.
- To participate in extracurricular activities within the wider life of the Preschool as required (eg. parent evenings, open days, family social occasions).
- To collaborate with the Principal and Teachers in the development, evaluation and revision of the curriculum.

### Professional Responsibilities:

- To participate in annual Staff Appraisals.
- Attend professional development, and training programmes to assist in meeting short term needs and advancing both personal long term development objectives and those identified in the Strategic Plan. Defining professional needs will be done in consultation with the Principal.
- To be familiar with centre policies, early childhood legislation and regulatory requirements and to apply these at all times.
- To ensure the relationship inherent in the Treaty of Waitangi is reflected in the centre programme, practices and policies.
- To display effective communication skills at all times.
- To identify children showing signs of emotional, developmental or health related problems and discuss with colleagues and the Principal.

Updated: June 2017

Teacher's Signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

