



WAIKARETU SCHOOL

Striving for Excellence

JOB DESCRIPTION

NAME: _____

POSITION: Scale A Teacher - Permanent Full-time - _____

RESPONSIBLE TO: Principal

WORKING ALONGSIDE: Principal

In this role, you will teach in both the junior and senior rooms alongside the principal and principal release referring to the Waikaretu Curriculum/Inquiry Reading, Writing & Numeracy Overviews shared via Google docs.

HOURS: you are required to be at school by 8.30am to meet and supervise students and not leave prior to 3.30pm, while we appreciate planning and preparation may occur off site.

As a member of staff at Waikaretu School, I will:

1. Support the strategic and annual goals, policies and procedures established by the Board of Trustees.
2. Carry out my tasks in a professional and courteous manner at all times in keeping with the school's philosophy of a welcoming school.
3. In consultation with the principal, set up effective systems for the management of my work and sharing of planning.
4. Support the efficient operation of the school through its established management systems, and by contributing my own skills and talents.
5. Contribute to the corporate life of the school as appropriate.
6. Be entitled to the personal and professional support, which enables me to carry out my responsibilities, while accepting responsibility for developing myself professionally.
7. At the end of the school day secure library, cloak bay and classroom windows & doors; turn off lights and either turn off or turn down heat pumps depending the season. If I am the last to leave, secure staffroom, office areas, and lastly the front door.

Teacher:

Principal:

Date: