



Burnside High School
Te Kura o Waimairi-iri

Generic Position Description – Teacher

The teacher will teach classes in subjects she/he is employed **or** trained **or** has agreed to teach.

[A] The teacher is responsible to and supervised by:

1. Heads of Faculty and/or Subject Position of Responsibility Holders. The teacher is expected to:
 - Plan, prepare and present lessons;
 - Assess the learning and skill development of students in a way appropriate to the students' needs and abilities;
 - Keep records of assessment and report to parents through written reports and by attending interview evenings during the course of the year;
 - Provide additional reports to the administration and parents on request;
 - Attend subject faculty meetings;
 - Contribute to curriculum development.

2. Deputy Principals of Divisions. The teacher is expected to work with other staff co-operatively to:
 - Carry out the aims and objectives of the school charter;
 - Contribute to the pastoral care and personal development of students;
 - Safeguard the health and safety of students in school activities;
 - Promote high standards of school discipline;
 - Maintain records of student attendance;
 - Perform supervisory duties as reasonably assigned by the principal;
 - Attend professional and administrative meetings;
 - Acknowledge the success of students by assisting with one or more of the prize-giving ceremonies at the end of the year;
 - Observe professional ethics.

[B] The teacher is expected to:

- Be involved with extra-curricular student activities;
- Contribute to discussions on educational issues;
- Participate in the life of the school as a community.