

Stratford Primary School: Job Description

Job Title	Scale A Teacher:
 <p>The image shows a circular 'Values Wheel' for Stratford Primary School. At the top, it says 'TO BE THE BEST I CAN BE'. The wheel is divided into four quadrants, each with a value: 'I WILL BE RESPECTFUL' (top), 'I WILL BE CURIOUS' (left), 'I WILL BE RESILIENT' (right), and 'I WILL BE SELF CONFIDENT' (bottom). Each quadrant features illustrations of diverse children. In the center, the school's logo is surrounded by the Māori word 'Manaakitanga' and the motto 'AIM HIGH Kōwhiri Kōwhiri'. Below the logo, it lists 'Respect for self', 'Respect for others', and 'Respect for environment'. The outer ring of the wheel contains the text: 'Learner Agency SPS Student Inquiry PB4L SPS Shared Teaching Expectations Enviro School = Way of Being'.</p>	
Employee	
Employer	Stratford Primary School Board
Position	Scale A Teacher:
Appointed	Fixed Term until 16 December 2026
Responsible to	Board, Principal, Deputy Principal, Associate Principal, Leadership Support and Team Leader
Additional Allowances	N/a
Professional Coach	TBC
Registration Status	
Registration Number	TBC
Renewal Date	TBC
Union Status	NZEI Member/Non Member

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STRATFORD PRIMARY SCHOOL shared beliefs are...
Manaakitanga: *Respect for self, others, and the environment*

<p>MORAL PURPOSE: <i>As a Team, we have a shared commitment towards providing the best learning environment for all our tamariki who arrive at school from a range of backgrounds. Our shared expectations are that every learner has the right to experience a quality education. The team continually tries to improve to support our ākonga. We want every ākonga to leave S.P.S 'AIMING High... to be the best they can be'</i></p>	<p>ACCOUNTABILITY to the BOARD: <i>Teachers are accountable to the Board. They employ all staff. The Board expects teachers will act on the Annual Improvement Plan and Priority Learners.</i></p> <p><i>The Board supports the S.P.S Team into improving learning outcomes for every student by funding resources and staff. They encourage the S.P.S Team to take risks and be innovative.</i></p>
<p>SCHOOL CULTURE: <i>Each staff member is responsible for their part in enabling students to learn and feel safe in our school culture. We have a shared commitment to 'Sweeping the Sheds'. When we have a worry with someone, we 'Go to the Source'. Every staff member aims to work in 'Quadrant Two', which reduces personal stress and helps maintain high team standards. We aim to work in the 'Winners Triangle', which keeps the professional focus on our ākonga.</i></p>	<p>STEWARDSHIP toward our COMMUNITY: <i>The S.P.S Team act as role models of the AIM High values. They provide a service to ākonga and whānau.</i></p> <p>LEARNING PARTNERSHIPS with WHĀNAU: <i>The S.P.S Team values and builds learning relationships with whānau. We explore different ways to connect and reconnect whānau with learning as they are the 'first teachers' in a child's life.</i></p>
<p>OUR SHARED TEACHING EXPECTATIONS: <i>Our Shared Teaching Expectations provide the focus for all teachers to realise the direction set by our 'AIM High. motto. Our shared expectations are aligned with the Principles of the New Zealand Curriculum and the Standards of Teaching. They provide the basis for schoolwide consistency and professional growth of all teachers'.</i></p>	<p>GREEN-GOLD (Sustainable Practices and PRIDE) in our ENVIRONMENT: <i>There is a shared sense of pride towards our school environment. We are a Green-Gold Enviro School. We aim to instill the five guiding principles into our daily school life. Sustainable practices are consistent across the school and part of who we are. We are all committed to creating vibrant, organised classroom environments and learning spaces</i></p>
<p>Collaboration: <i>Team members are supportive of each other and share their practice. A high level of communication supports the team to work together and achieve our school goals. All staff are fully committed to supporting school events. As a team, we celebrate our successes through planned social events.</i></p>	<p>PERSONAL WELLBEING: <i>We all take our role seriously as educators of society's future citizens. Staff are responsible for their personal wellbeing so they are at their best for our tamariki who will struggle with their emotional wellbeing from time to time. The Board and Leadership Team works hard to ensure all staff have a safe and well supportive learning environment.</i></p>

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Classroom Teachers and Specialist Teachers:

1. What is your role:

a. Fulltime

You will be a fulltime teacher at Stratford Primary School.

- #### b. Classroom Teacher:
- You are responsible for planning, teaching and assessing ākonga as per the Schoolwide Expectations at Stratford Primary School. Expectations are clearly set out in your Performance Agreement.

2. The purpose of your role:

- #### a. All teaching staff
- are responsible for providing the best possible learning environment and experience for tamariki at Stratford Primary School. Collectively, we want all ākonga, particularly our Year 8's, to leave our school at a proficient academic level, where they have flourished through their schooling learning experiences and developed into future community citizens. All teaching staff are to ensure the classroom rolls are marked twice a day in a timely manner. This is a legal requirement and Health and Safety Priority.

3. Classroom Teachers - Where your role fits within the school and who you will be working with:

- #### a.
- You will be guided in your role by the Board's Plans for teaching and learning, which is led by the School Principal, Leadership Team, Team Leaders and SENCO. The basis of teaching and learning at Stratford Primary School is set out by the Board's Charter and Annual Improvement Plan, which is aligned to Government Priorities of the day. These are located on the school website.
- #### b. You will be working in a Team.
- This will involve working collaboratively with all the team, leading the work of support staff in your classrooms and being responsible for learning of ākonga in your classroom or classes you teach.

4. What the values of our school are:

- #### a.
- Every staff member employed at Stratford Primary School is committed to our school values, where they **model manaakitanga**. You will be a role model for all our ākonga and whānau in the school community as outlined by our shared expectations.
- #### b. We are a PB4L School.
- This means you will have a shared responsibility for supporting all ākonga in our school to become AIM High Learners, who are aiming to be the best they can be.
- #### c. We are a Green-Gold Enviro School:
- This means you will model and support ākonga to live by our five guiding principles and schoolwide sustainable routines.

5. Expectations for Hours of Work, Call Back Days, Attending Hui, Duties and School Events:

- #### a. Hours of Work:
- You are expected to be at work from 8.15am to 4.00pm, except on a Friday where you have the flexibility to leave school once all ākonga and whānau have left the school grounds. Any changes to these hours must be approved by the Principal, which takes into account some flexibility for teachers who are responsible for their tamariki before and after school. For example, where both parents are teachers.
- #### b. Call Back Days:
- You are expected to attend all Call Back Days as advertised on the School Calendar.

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- c. **Collaborative Team and Staff Hui:** You are expected to attend all Team and Staff Hui. Connection Hui are on Tuesday mornings at 8.10am; Staff Hui are generally on Mondays. Team Hui are generally held on Tuesdays.
- d. **Duties:** You are expected to cover duties as per the Duty Calendar, which is updated each term.
- e. **School events:** All teachers are expected to attend school events, during school hours or after school hours. Dinner will be provided when teachers have to stay after 5.30pm.
- f. **The Teacher Hub represents the S.P.S Localised Curriculum (Standard of Teaching 1-6).** They are supported by our Annual Goals in the S.P.S Charter and the New Zealand Curriculum. They all provide the reference points, which will guide your teaching in the first instance.

6. What Professional Skills will you need to bring to this role:

- a. **As a teacher at Stratford Primary School you will establish and maintain effective professional relationships focused on the learning and well-being of ākongā (SoT 3).** Your conduct will illustrate you are committed to building relationships with students, colleagues, parents and whānau so the focus is on learning.
- b. **You will demonstrate commitment to promoting the well-being of all students (SoT 4).** Our students come from diverse cultural and socio-economic backgrounds. You will be committed to each and every student in your class, across the team and school. You will be expected to always show empathy and professionalism towards all students.
- c. **You will demonstrate a commitment to the bicultural partnership with Māori in our school community (SoT 1).** One third of our students are Māori. There is a disparity between their achievement and that of New Zealand European students. Therefore, it is expected you will inquire with colleagues to develop a cultural awareness and strategies to reduce this disparity.
- d. **You will demonstrate commitment to ongoing professional learning and development of personal professional practice that supports the achievement of the S.P.S annual goals (SoT).** All the staff are committed to the S.P.S Shared Teaching Expectations. You are expected to grow your practice around our shared expectations and be consistent with the PB4L processes.
- e. **You will be expected to show leadership that contributes to effective teaching and learning (SoT).** At S.P.S, the team works collaboratively and always supports school and social events. You will be expected to contribute as part of a highly effective team. As a team member, you will be expected to participate in professional learning with colleagues.
- f. **You will conceptualise, plan and implement appropriate learning programmes (Standard 5 and 6).** Your planning will follow school expectations that are outlined on the Teaching and Student Hubs, and the New Zealand Curriculum. You will deliberately teach appropriate strategies and routines by modelling and scaffolding them to students. Your actions will enable students to become independent learners, which reinforces 'AIM High... to be the best I can be' and 'Learner Agency'.
- g. **You will promote a collaborative, inclusive and supportive learning environment (SoT 4):** Your teaching and encouragement will help your ākongā to develop the attitudes, values and skills to AIM High... to be the best I can be. You will deal with any behaviours in a positive and proactive way in line with our school PB4L procedures. Whānau and ākongā niggles will always be followed up by you, as soon as practically possible.

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- h. **You will demonstrate in practice knowledge and understanding of how ākonga learn (SoT 3, 4, 5 and 6).** You will encourage all ākonga to AIM High to the best of their ability. You will set high, realistic expectations for each learner. You will base your teaching on the student's previous learning. You will value ākonga prior knowledge, their questions and concerns. You will help ākonga to challenge themselves to be the best they can and keep learning. You will assist ākonga to be independent learners.
- i. **You will analyse and appropriately use assessment information, which has been gathered formally and informally (SoT 5).** You will utilise assessment and evaluation as an integral part of your teaching to help individual learners, and to improve your teaching and programmes. Your aim will be to help each ākonga to be able to set goals and to assess their own learning. Assessment schedules and timeframes will be met. You will informally and formally engage with and whānau so they know how their child is achieving and how they can support learning.
- j. **Key documents:**
- i. School Charter and Annual Improvement Plan
 - ii. S.P.S Shared Teaching Expectations
 - iii. Teacher Hub
 - iv. Reading, Writing and Mathematics expectations and teaching pedagogy
 - v. Stratford Primary School Website.

Signed:

Date:

Jason Elder
Principal
Stratford Primary School

Signed:

Date: