

JOB DESCRIPTION: Team Leader

NAME:

YEAR: 2024



PROFESSIONAL STANDARD LEVEL: Fully Registered Teacher

REGISTRATION NUMBER:

EXPIRY:

RESPONSIBLE TO: Principal
Deputy Principal

SUMMARY OF RESPONSIBILITIES:

Class teacher: Classroom Teacher

Curriculum: Leading Teaching and Learning of Korora

Organisational: Transition to School, ECE Liaison, Korora EOTC

Person Specification:

- Uphold the school's vision, beliefs and values
- Adhere to the school's Code of Conduct
- Follow the planning and assessment expectations of the school
- Meet the 6 Professional Standards

Primary Objectives:

- Model and promote positive and constructive relationships with staff, students and the community
- Actively engage in professional, open to learning conversations
- Value teamwork and collaborate with others
- Share knowledge, skills and resources
- Explore, recognise and celebrate maori identity, language and culture, including making good use of local expertise and the local context
- Apply the 'teaching as inquiry' process and strategies with a view to improving practice and student outcomes - Professional Growth Cycle
- Use classroom practices and implement programmes that engage all learners, accelerate learning of all students so that they experience success
- Use a range of strategies to support students to have a voice in co-constructing what and how they learn
- Support and model best teaching practice for university students on teaching practicum.

Key Tasks	Expected Results
1. Teaching and Learning	1.1 Maintain appropriate planning and assessment records 1.2 maintain a safe, well-organised, student-focused learning environment 1.3 Continually adapt and modify activities, resources and technologies in order to scaffold students' learning 1.4 Reflect on classroom practice in an on-going way 1.5 Change and adapt current practice in response to students' needs and new evidence and research 1.6 Create a classroom environment where students can take risks with their learning and see mistakes as learning opportunities 1.7 Acknowledge, respect and encourage student voice, their perspectives and values
2. Professional Learning and development	2.1 Undertake professional support and guidance 2.2 Attend all PLD opportunities offered 2.3 Be open to learning 2.4 Commit to making on-going improvements to practice 2.5 Actively engage in the school's coaching programme with a view to improving practice and student outcomes
3. Additional Responsibilities	3.1 Coordinate 5 Year old Transition to School
4. Leadership Responsibilities	Team Leader 4.1 Leading the Teaching and Learning of Korora 4.2 Running weekly team meetings with a primary focus on raising student achievement. 4.3 A key member of the Senior Leadership Team, playing a role in collaborative decision making 4.4 Take on leadership roles in other areas of the school, acting as a role model and mentor for others. 4.5 Contribute to setting of the annual student achievement targets and their review. 4.6 Act as a role model for other staff in demonstrating a high level of teaching practice 4.7 Demonstrate the four qualities of leadership set out in the Education Leadership Model: <ul style="list-style-type: none"> • Manaakitanga: leading with moral purpose • Pono: Having self – belief: being credible • Ako: Being a learner: ETAP and systems • Awhinatanga: Guiding and supporting: Appraisal systems, 4.8 Lead the teaching and learning programme within the Kororā Syndicate 4.8 Facilitate weekly Kororā team meetings - take minutes, lead planning e.g. Inquiry, Structured Literacy, provide relevant resources 4.9 Support with the coordination of assessment and reporting practices, FACES, 4.10 Support with the organisation of events.

SIGNED:

Team Leader

Date:

Principal

