

**Pukekohe North School Permanent Full-Time Scale A Job Description**

**Kaiako/ Teacher 2024-25**

**Name: Level: Year 1-4 Room: 8 and 15**

**Registration Number:   Expiry Date:**

**Appraisal Date:**

**Unit Allocation: N/A**

**Job Description to be reviewed by 28.04.25**

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| **Position Title** | Permanent Scale A Kaiako Position |
| **Reports to** | **Pikiteora Mura-Hita and Atarangi Cook** |
| **Key Relationships** | Team Leaders  Team Colleagues  Whaanau of Aakonga  RTLB, SENCo, LSC, PHN  Principal |

**Purpose of the Position:**

1. To teach a **Year 1-2 or a year 3-4 class** with reference to [Te Marautanga o Aotearoa](https://int.search.myway.com/search/GGmain.jhtml?st=tab&p2=%5EY6%5Expt316%5ES29055%5Enz&ln=en&trs=wtt&si=EAIaIQobChMIkrLMreeg3QIVhnVgCh0rUwaoEAEYASAAEgIXpfD_BwE&cn=NZ&n=78499db3&brwsid=24fdc4b3-3225-4148-9c07-151971d61cbf&ptb=B29EADA0-F005-4731-8C7C-90B159EACC89&tpr=sc&searchfor=Te+Marautanga+o+Aotearoa) and, a special focus upon the Pukekohe North Schools’ Strategic Plan 2024 -2025, policies, procedures and the National Education Learning Priorities (NELPs)
2. To honour Te Tiriti o Waitangi through the language, heritage and culture of all aakonga within your classroom and across the school
3. To work closely with whaanau and outside agencies to provide respectful, empathetic, collaborative, safe and inclusive practices for all aakonga.
4. To ensure there is a laser focus upn building the oral language within each aakonga which, where possible , involves using Te Reo Maori in 80% of all instruction daily. [Oral Language Resources HERE](https://tewhariki.s3.ap-southeast-2.amazonaws.com/public/Teaching-strategies-and-resources/Files/Talking-Together-Te-Korerorero_Book.pdf)
5. To have a relentless focus upon setting explicit learning goals, term by term with the aakonga and their whanau in Panagarau/ Mathematics, Panui/ Reading and Tuhituhi/ Writing to raise and accelerate individual progress and achievement
6. To have a specific focus upon raising our schoolwide achievement in Tuhituhi/Writing as an aspect of your 2024 Professional Growth Cycle, providing evidence of the progress your class has made
7. To assist aakonga and whaanau in using the HERO APP to review and be involved in the student’s learning progress and achievements.
8. To act within the bounds and expectations of the NZ Professional Standards and Teachers’ Code of Conduct.
9. To adhere to all Pukekohe North School policies, procedures and legislative requirements
10. To share your wider abilities, knowledge, and skills with colleagues to advance their performances and job satisfaction
11. To play your part as a staff member at Pukekohe North School volunteering for various roles to assist the development and smooth operation of the school.

**School Values: With a focus upon Ngati Tamaoho’s Educational Strategic Plan:**

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| **Manaakitanga** mana -Taking care of our well-being / Caring for others  **Tino Rangitiratanga** -Taking care of your destiny / empowering /Choose your way forward  **Kaitiakitanga** --Caring for Environment / Ourselves and Others / Being Guardians  **Kotahitanga** - Child is the centre, the way forward  **2024 Inquiry Opportunities to develop our Values:**  **Inquiry-**  **2024 Topics -**  **Term 1 = Social Sciences - About Me -Wo wai Au? pepeha- Connections, Where are you from?**  **Term 2 = Science Reuse, Recycle, Reduce Wearable Arts**  **Term 3 = - Health Life Education Caravan**  **Term 4 = The World – Countries, Continents/ Flags / Language/ Features**  **-Link back to Olympics** |

**Key Tasks as an Educator at Pukekohe North School:**

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| **2024 Professional Growth Cycle Date: TBC** |
| **2024 Goals**   * Raising Achievement of x 3-5 Students from Below to At in Tuhituhi/ Writing, Panui/Reading and Pangarau / Mathematics through regular reviews of aakonga achievement and performance * To have a specific focus upon raising our schoolwide achievement in Oral Language and Tuhituhi/Writing as an aspect of your 2024 Professional Growth Cycle, providing evidence of the progress your class has made * Ensuring all aakonga receive at least ONE hour per day of instruction in Panui, Tuhituhi, and Pangarau * Record my planning and aakonga progress on the SchoolTalk/ HERO App * Provide evidence of your programming to ensure aakonga are included and will not face racism, discrimination or bullying. * Giving rise to Te Tiriti o Waitangi and the Language, Culture and heritage of all aaakonga under your care. * To provide my class with x2 Physical Education sessions per week and at least x 1 Library visit / lesson as well as regular weekly homework activities * Fulfill the requirements of the Teaching Professional Standards. [HERE](https://docs.google.com/document/d/1b0BXoS7R2GI63k2xTEkrg1BPQ7dg0fzii8F4wgo0bT8/edit) |

**School Roles and Responsibilities:**

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| **Role / Responsibilities** | **Appraisal Indicators** |
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**Declaration:**

I have read and understood the Pukekohe North School Strategic Plan 2024-2025 and agree to work towards the goals stated and abide by the NZ Professional Standards and Policies and Procedures of the school

I understand that my conditions of work and remuneration all fall within the Primary Teacher ‘ Collective Agreement 3 July 2023 - 2 July 2025 (Varied 30 October 2023)

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| Approved by: |  |
| Date approved: | *16 February 2024* |
| Reviewed: | *August 2024* |
| Kaiako: |  |



**2024 Personal Growth and Appraisal Form.**

**Kaiako/Teacher:**

**Strategic Goal Self-Review Sheet**

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|  | **Goal** | **Achievement of the Goal / Evidence** |
| **1** | **My class receives x 2 Health/ Physical Education Lessons per week** |  |
| **2** | **My class has a prepared library lesson each week** |  |
| **3** | **My class receives weekly homework activities** |  |
| **4** | **My class is receiving an hour per day of Panui/Reading, Tuhituhi/Writing and Pangarau/ Mathematics** |  |
| **5** | **Is using HERO to capture achievement and pastoral notes** |  |

**Target Group Writing Data**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Links to Gap Analysis** | | | | | | | |
| **Name** | **Term 1** | **Term 1** | **Term 2** | **Term 2** | **Term 3** | **Term 3** | **Term 4** | **Term 4** |
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**Target /Aakonga Progress (From HERO)**

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| **Aakonga** | **T1 Data** | **T2 Data** | **Achievement Comments**  **Links to Evidence** |
| **Pangarau/ Maths** |  |  |  |
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| **Panui/ Reading** |  |  |  |
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**My Professional Growth Cycle Goals**

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| **Goal** | **Mid Year Review (June)** | **End of Year Review (Nov)** |
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| **Senior Manager’s Comments:** |
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**Signed Kaiako/Teacher Date**

**Signed Senior Manager Date**