



Job Description (Schedule One)

Whānau Teacher / Class Teacher

Role:
Teacher

Responsible to:
Principal and subject
teachers to HoFs

Status:
As per contract

Special Character:

The teacher shall support and uphold the school's "special character" as defined in the Garin College Integration Agreement and meet the expectations outlined in Schedule Two attached and appendix [4.2 of the Handbook](#) for Boards of Trustees, Principal's and Staff of New Zealand Catholic Integrated Schools.

Purpose:

To lift the success of all students through:

- setting high expectations of work and behaviour
- forming positive relationships for learning with students and their families
- planning, delivering and assessing high quality teaching and learning experiences
- operating within the policies and procedures outlined in the electronic staff manual
- at all times reflecting the professional standards and registered teacher criteria

Notes:

1. *The roles and skill sets of the class teacher and whanau teacher are similar and will often overlap as all whanau teachers are also class teachers. Class teachers may be asked to relieve/support whanau teachers as required.*
2. *All teachers and staff in schools need to be aware of the need to safeguard their own reputations by ensuring all relationships with students are professional and that guidelines in the Garin College electronic manual are adhered to.*

All teachers have pastoral and administrative responsibilities towards the students at Garin College in addition to their curriculum contact hours as outlined in 5.1.1 of the STCA.

The Whanau teacher will be the initial point of contact for other staff, parents and SLT on day to day learning/pastoral/administrative matters and he/she may refer matters on to other school personnel as appropriate. Whanau teachers should receive feedback when a significant student matter of any sort is dealt with by another staff member.

All teachers should refer to the Student Counselor any student about whom they have concerns.

All teachers should refer to the Year Level Dean or Māori Dean any student about whom they have learning/academic concerns.

All teachers are encouraged to make Spirit of Garin Awards.

During whanau time or as appropriate **the whanau teacher will:**

- Lead reflection and prayer at whanau time reflecting the themes on the calendar generated by RE team
- Build relationship through news sharing, checking individuals, follow up on matters notified, preparation for the day, or for events, referring to Counsellor etc
- Read and check understanding of urgent/important request or requirements in the daily notices
- Send students off to class in good time, with a positive focus on learning
- Take the roll and complete all administrative tasks appropriate to events or occasions, eg work day
- Give out Spirit of Garin awards where appropriate
- As the first point of contact for students in the morning will have prime responsibility for uniform check as outlined in the E-staffroom.
- Check absences from day(s) before, and follow procedures as set down in the E-staffroom

- Refer to the Principal advance requests for time out of school to attend family events, go on holiday etc (ie not medical, not justified) of more than 1 day duration. (You are not required to provide work or collect work from subject teachers, for students who absent themselves from school).
- Follow up lateness and notify the DP of **patterns** of lateness eg 2-3 days in sequence, or cumulative per term as per the procedures in the E-staffroom
- Will conduct whānau interviews on year 8 orientation day

NOTE: A pattern of parents dropping students off late is an unsatisfactory pattern and should be referred.

Teaching and Learning Support.

All teachers will:

- Set high expectations for learning and behaviour and maintain those standards using processes and procedures in keeping with the Garin College special character and E-staffroom
- Plan, deliver, develop and enhance curriculum in accordance with the Faculty Scheme and procedures and the registered teacher criteria
- Assess students' work and give constructive, timely and relevant feedback to students against the assessment criteria
- Identify students who should be referred to the Deans
- Analyse student achievement data to inform planning and teaching and overall school innovation
- Ensure that all Faculty and school wide administrative, self review, analyses or reporting tasks are carried out to a high standard in accordance with the appropriate procedures and completed by the required deadline
- Use the Student Management System (kamar) at Gain College to streamline administrative tasks and communicate information appropriately
- Ensure that planning is diversified to meet the needs of all students. The class teacher is responsible for the learning programme of international students and those with special needs even if they are supported by teacher aides in their lessons
- Contribute positively to Faculty and staff meetings
- Participate in school appraisal and PD to maintain a high level of currency in educational matters

Behaviour Support.

All teachers will:

- Set high expectations for time keeping, and follow up on reasons for lateness to class. Unsatisfactory patterns of lateness to class should be referred to the DP
- Set high expectations for the wearing of Garin College uniform following procedures outlined in the E-staffroom.
- Set high expectations for student organisation and equipment, following procedures outlined in the E-staffroom.
- Set high expectations for overall student behaviour in class and around school, encouraging respect for others and the school values