

## JOB DESCRIPTION

# Classroom Teacher

Wairakei Primary School, Taupō. Applies from Thursday, January 1, 2027

Wairakei Primary School, Taupō — school no. 2066

## Document control

- Position: Classroom Teacher. A Team Leader role or a management unit is recorded in its own job description, issued in addition to this one
- Employer: The Board of Wairakei Primary School
- Reports to: Team Leader, through the Senior Leadership Team, to the Principal
- Covered by: Primary Teachers' Collective Agreement 2026-2028, or the individual employment agreement for primary teachers promulgated by the Ministry of Education
- Applies from: Thursday, January 1, 2027
- Review: whenever the role changes materially

This job description is attached to, and forms part of, the individual employment agreement. Pay scale, step, hours, start date and leave are set in that agreement, not here.

## Appointment requirements

Each of these is a condition of appointment and of continued employment.

- Hold a current practising certificate issued by the Teaching Council of Aotearoa New Zealand, or a limited authority to teach, and keep it current. The certificate number and expiry are held on the staff file. Provide the Executive Assistant with evidence on appointment and on every renewal.
- Complete a safety check under the Children's Act 2014 before starting, including a Police vet, and be re-vetted at least every three years.
- Meet the Code of Professional Responsibility, Ngā Tikanga Matatika mō te Haepapa Ngaio tangā, and the Standards for the Teaching Profession.
- Hold, or be working towards, a recognised initial teacher education qualification.
- Disclose any matter that affects fitness to teach. This includes anything the Board is required to report to the Teaching Council under the Education and Training Act 2020.

## Relationships

Responsible to:

- The Board of Wairakei Primary School, as employer
- The Principal
- The Senior Leadership Team
- The Team Leader, for day-to-day matters

**Works with:**

- Senior Leadership Team
- Curriculum leaders and team leaders
- Teaching and support staff, including teacher aides
- Students
- Whānau and the wider school community
- External agencies and professional networks

**Primary objectives**

- Take responsibility for the teaching, learning, progress and wellbeing of every student in the class.
- Uphold and actively integrate the principles of Te Tiriti o Waitangi in teaching practice. Learning is culturally responsive and inclusive for all ākonga.
- Contribute to the professional culture and collective success of the school.
- Demonstrate professional and ethical conduct consistent with the Code of Professional Responsibility and the Standards for the Teaching Profession.
- Engage in school life, including professional learning, school events, and initiatives that lift school-wide achievement and connection.

**Standards for the Teaching Profession**

Certificated practice is judged against the Standards for the Teaching Profession set by the Teaching Council of Aotearoa New Zealand. The 2026 Standards apply from Thursday, January 1, 2027, and are the basis of the Professional Growth Cycle and of certification.

Eight standards sit across three domains. Standard 1 runs through all three.

**Professional knowledge:**

1. Te Tiriti o Waitangi partnership — demonstrate commitment to tangata whenuatanga and Te Tiriti o Waitangi partnership.
2. Know the content and how to teach it — understand how to design learning based on content, curriculum and pedagogical knowledge.
3. Know the learner and the learning process — understand the learning process and the diversity of learners' strengths, needs, languages, cultures, identities and interests.

**Professional practice:**

4. Plan for and implement effective teaching and learning — plan for learning, teach, and respond to learners during teaching. Progress their learning at an appropriate depth and pace.
5. Create and maintain supportive and safe learning environments — develop a culture where learners feel safe, have their needs met, and are focused on learning.
6. Assess, provide feedback, and report on learning — use regular and consistent assessment to inform teaching and share information on learner progress.

**Professional engagement:**

7. Engage in professional learning — improve professional capability through evidence-based reflection, professional learning, and engagement with colleagues.

8. Engage in productive professional relationships — work constructively with colleagues, parents and caregivers, and the community to support the learning and wellbeing of each learner.

These eight standards belong to the Teaching Council. Wairakei Primary School does not add to them, reword them, or substitute its own. The school's own expectations of a teacher are the key responsibilities set out below. They are conditions of this role, not professional standards, and they are managed as employment matters rather than certification ones.

## Key responsibilities

### 1. Teaching and learning

- Plan, deliver and evaluate a programme covering the New Zealand Curriculum as implemented at Wairakei Primary School. Pitch the depth and pace to each student.
- Use assessment data, pedagogical knowledge, and knowledge of each student's strengths, needs, identities and cultures to design what happens next.
- Differentiate for students who need extension and for students who need support, working with the SENCo/LSC and teacher aides on agreed plans.
- Keep planning, assessment records and student data current and available for moderation.

### 2. Assessment, moderation and reporting

- Assess against the school's agreed tools and schedule; moderate with the team.
- Report to whānau at the points set in the school calendar, and earlier when a student's progress or wellbeing calls for it.
- Contribute data and commentary to team, Senior Leadership Team and Board reporting on request.

### 3. Te Tiriti o Waitangi, culture and inclusion

- Integrate tikanga, te reo Māori and local Ngāti Tūwharetoa context in everyday practice, not as a separate strand.
- Build learning that reflects the identities, languages and cultures of the students in the class.
- Work in partnership with whānau on each student's learning.

### 4. Learning-focused culture and behaviour

- Establish a classroom culture characterised by respect, inclusion, empathy, collaboration and safety.
- Apply the school's behaviour expectations and the Learning and Behaviour Support Pathway consistently, and record what has been tried.
- Model the school's POWER values: Pride, Opportunity, Whānau, Excellence, Respect.

### 5. Student safety and wellbeing

- Meet the school's child protection policy under section 18B of the Children's Act 2014, and report concerns to the designated person without delay.
- Meet the duties of a worker under the Health and Safety at Work Act 2015. Take reasonable care, follow school procedures, and report hazards and incidents.
- Supervise students as rostered, including playground duty, trips and off-site activities, and complete the required risk assessment before any off-site activity.
- Administer first aid and medication only in line with school procedure.

## 6. Professional growth

- Take part in the Professional Growth Cycle: goal setting, evidence, professional conversations, and endorsement for certification.
- Attend and contribute to staff meetings, team meetings, syndicate planning and school-wide professional learning.
- Identify and request the professional learning relevant to the role, and take part in the professional learning the school directs.

## 7. School and corporate life

These are Wairakei Primary School's own expectations of every teacher on the staff.

- Attends and supports Wairakei Primary School corporate life, including Pet Day, School Blogs, and PTA functions.
- Takes a share of school-wide activity: Flower Day, camps, sports, productions, assemblies, and class website content.
- Takes a fair share of duty rosters and of the co-curricular programme.
- Represents the school professionally in the community and online.

## 8. Administration and compliance

- Keep attendance, accident, incident and pastoral records accurately and on time.
- Handle student and staff information under the Privacy Act 2020, and school records under the Public Records Act 2005.
- Use the school's systems as directed, including the staff dashboard, the leave process, and the student management system.

## Conditions

- Terms and conditions are set by the Primary Teachers' Collective Agreement 2026-2028, or by the equivalent individual employment agreement. Where this job description and the employment agreement differ, the employment agreement applies.
- This job description records duties. It does not add to, reduce, or vary any entitlement under the employment agreement.
- Classroom release time is provided in line with the collective agreement and the school's classroom release time policy.
- Employment relationship problems are resolved under the procedure in the employment agreement and the Employment Relations Act 2000.
- This job description does not limit the Principal's ability to vary duties reasonably within the scope of the role, after discussion with the role-holder.