

## **TEACHER - JOB DESCRIPTION**

The employee shall:

- (a) Comply with all the requirements of The Teacher's job description as detailed in the document entitled MCS Staff Manual;
- (b) Become familiar and comply with all requirements of the MCS Staff Manual, policy statements and instructions of the Principal and/or Trust;
- (c) Subscribe to and sign the Statement of Faith;
- (d) Take all reasonable care to ensure that equipment under the employee's control is in a sound and safe condition and is not left in an unsafe condition or in a condition that may cause damage or injury to other employees persons or material objects;
- (e) Make adequate preparation for his/her work including the writing of a work plan linked to the Cambridge curriculum and MCS Staff Manual, describing the composition of the class or classes, making particular reference to any special problems, outlining the organisation, routines and methods, describing the aims and content of his/her teaching, and evaluating his/her teaching progressively;
- (f) Keep a set of regularly written short and long term teaching planning documents available for review by a senior teacher and / or the principal;
- (g) Provide for the proper use and care of all school property in his/her care, and provide for regular cleaning and tidying of the school by students;
- (h) Keep such records as will adequately support the teaching programme including those records required to be kept by, the Principal;
- (i) Maintain an appropriate standard of dress and presentation in keeping with the staff dress code;
- (j) Prepare written reports for parents on each student twice a year as determined by management;
- (k) Attend one meeting with parents per term outside normal hours;
- (l) Attend at least one staff meeting each week when one is called;
- (m) Attend in-service training up to 8 days per year during school holidays as directed by the Principal or Trust;

## **Mandatory reporting to the teaching Council of Aotearoa New Zealand**

A mandatory report to the Teaching Council of Aotearoa New Zealand is required if there is reason to believe a teacher has engaged in serious misconduct.<sup>[1]</sup> If allegations are made and evidence seems to support that they might be true, as judged by the management team, the matter will be reported to the school Trustboard and to the Teaching Council of Aotearoa New Zealand as a mandatory report. If allegations concern a member of the management team then the school Trustboard will be asked to investigate and if the investigation substantiates the allegations, the Trustboard will report this to the Teaching Council of Aotearoa New Zealand.

Teacher's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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<sup>[1]</sup> <https://teachingcouncil.nz/professional-practice/conduct-concerns/reporting-a-concern/#mandatory>