



# Central Regional Health School

## Job Description: Teacher, Youth Justice - Te Au rere a te Tonga

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CRHS employs qualified and experienced teachers who are required to meet the Standards for the Teaching Profession, published by the Teaching Council of Aotearoa New Zealand (TCANZ). Teachers maintain eligibility for a current practising certificate through participation in the CRHS Professional Growth Cycle, and are attested against the professional standards for teachers as detailed in the relevant Collective Agreement.

Teachers must also be able to demonstrate ethical practice as outlined in the Code of Professional Responsibility (TCANZ), and the CRHS Code of Conduct.

Employment is subject to CRHS and Oranga Tamariki Police Vet clearances as well as the completion of compulsory STAR training.

Personal attributes indicative of success in this highly demanding teaching and learning environment are: being a positive role model, being reflective, having the ability to remain focused on student involvement and achievement as well as demonstrating resilience, common sense, self-confidence, ethical behaviour, initiative and a commitment to on-going learning.

### Key tasks

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#### Key Task 1

To complete planning, record management, reporting and communications within the required timelines and in accordance with documented expectations

##### Expected Outcomes

- Students have appropriate and individual education programmes (IPs) that meet their needs
- Assessment of student progress is completed within CRHS expectations and recorded on eTAP
- Weekly planning including differentiated planning for literacy and numeracy is maintained
- Plans for units of work outline outcomes and lesson progression within site expectations
- eTAP records and IPs are updated in line with site expectations

#### Key Task 2

To teach students within a structured site timetable, which focuses on students' individual needs within the overall goals of their IP

##### Expected Outcomes

- Students are taught in line with identified needs and goals, and written plan
- Equitable workload with partner teachers is evident in team teaching environments

#### Key Task 3

To liaise with the appropriate site leadership regarding all admissions, transfers and withdrawals

##### Expected Outcomes

- Discharge IPs are completed within three working days of a student being discharged from the site
- Discharge portfolios are completed within expected guidelines and communicated clearly through site processes within seven working days

#### Key Task 4

To manage the roll

##### Expected Outcomes

- Attendance registers are kept daily

#### Key Task 5

To support student transition

##### Expected Outcomes

- Transition goals are set and maintained, and recorded on eTAP
- Work in collaboration with the Assistant Principal Te Au rere, Oranga Tamariki Case Leader and other key partners supports the achievement of educational transition goals and pathways
- Meetings to support positive student transition outcomes are attended as required and initiated when needed

#### Key Task 6

To maintain professional relationships with key partners

##### Expected Outcomes

- Relationships are focused on positive outcomes for students
- Communication is effective, professional, and on-going with students, parents, whānau, schools, Oranga Tamariki and other agencies as appropriate

#### Key Task 7

To maintain effective communication with the site Admin, Leadership, Assistant Principal Te Au rere and CRHS colleagues

##### Expected Outcomes

- Communication is clear, concise and professional
- Effective working relationships are evident amongst CRHS staff and leaders
- Teachers are available, and attend meetings between 8:00am and 4:30pm as required
- Active participation is evident throughout all briefings and meetings
- Support is evident in progressing the CRHS Strategic and Annual Plans
- Issues or concerns are brought to the attention of school leaders in a timely manner

#### Key Task 8

To follow and maintain CRHS and site-specific health and safety procedures according to school policy

##### Expected Outcomes

- Knowledge of emergency procedures is current, and site procedures are followed
- Risks are assessed and managed within the relevant CRHS site Risk Analysis Management System (RAMS), and documentation provided as required
- Liaison with the site leadership occurs in relation to all health and safety matters
- STAR training is completed as required
- A full clean NZ driver license is held by staff transporting students. Private cars used on school business are warranted and registered

#### Key Task 9

To fulfil additional tasks and responsibilities as requested from time to time by the Team Leader, Assistant Principal - Youth Justice, or the Principal

##### Expected Outcomes

- Requested tasks and responsibilities are attended to in a timely and collegial manner



## Employment Details

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Tenure	Permanent Full-time
Responsible to	The Principal Deputy Principal – Te Au rere a te Tonga
Accountable to	Central Regional Health School Board
Terms of Employment: (ONE OF)	Secondary Teachers’ Collective Agreement 2023 - 2025 (STCA), Individual Employment Agreement based on the STCA.
Special Allowances	Special Duties Allowance Regional Health School Teacher Unit

Xxxxxx xxxxxx, Teacher ..... (signed) ..... (date)

Jason White Tumuaki / Principal ..... (signed) ..... (date)

Date:

## Supporting Documents

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Our Code, Our Standards: Teaching Council of Aotearoa NZ  
PTCA/STCA  
CRHS Charter and Annual Plan  
CRHS Code of Conduct  
CRHS Professional Growth Cycle documents