



POMPALLIER CATHOLIC COLLEGE

JOB DESCRIPTION

JOB TITLE	Whānau Teacher
RESPONSIBLE TO	Principal
FUNCTIONAL RELATIONSHIPS WITH	All Staff Parents and Caregivers
ALLOWANCE	Nil

PRIMARY TASKS

- To take responsibility for the welfare of a vertical group of students.
- The Whānau Teacher should:
 - Be proactive in preventing problems
 - Be active in working with students to help them improve learning, behaviour, skills and engagement.

KEY TASKS	INDICATORS
To communicate, explain and support school systems and procedures	<ul style="list-style-type: none"> School rules and policies are prominently displayed, along with any required evacuation procedures Read daily notices All students will leave Whānau class in correct uniform or have appropriate pass
To monitor attendance of students and communicate concerns	<ul style="list-style-type: none"> Follow up absences – keep Kamar up-to-date Notify Student Centre and/or Dean of on-going unexplained absences
To organise and encourage participation in upcoming events	<ul style="list-style-type: none"> Your Whānau will participate in all scheduled vertical form competitions
To add commentary to school reports	<ul style="list-style-type: none"> Reports will be completed by specified deadline times
To contribute information for references and complete testimonials for school leavers from your Whānau	<ul style="list-style-type: none"> Create effective pathways for students to obtain the required leaver's references Responsible for references and testimonials
To provide an initial response to student issues (pastoral, attendance, lateness and academic)	<ul style="list-style-type: none"> Discuss issues with student Refer to the relevant person, if required Monitor notifications concerning the student which have been entered into KAMAR
To establish effective relationships with students based on mutual respect	<ul style="list-style-type: none"> Communication channels between student and Whānau Teacher are open
To attend House group meetings	<ul style="list-style-type: none"> House group meetings are attended

KEY TASKS	INDICATORS
<p>To provide environment and support for Whānau prayer</p> <p>To establish an on-going record of each student's extra-curricular activities, career aspirations and achievements in the KAMAR system. The Awards section is good for this purpose.</p>	<ul style="list-style-type: none"> ▪ Prayer space is evident in the classroom ▪ Prayer resources are available ▪ Prayer roster is organised ▪ Assembly prayer is rostered ▪ Award section is updated regularly in KAMAR

BOUNDARIES

- The first person to deal with a problem is the teacher concerned - through good lesson planning and normal class control procedures each teacher is expected to deal with each situation in a professional way.
- Teachers are encouraged to use the “Think Sheet” system and thereby avoid sending students to other staff or from the classroom.
- Monitor KAMAR entries regarding students academic and pastoral issues.
- Once the Whānau Teacher has dealt with a problem in a professional way and the student has not responded, the Whānau Teacher should discuss the case with the Dean or HOL for academic concerns OR Dean, Counsellor and/or DP’s for pastoral concerns.
- Gross misconduct (violent actions, smoking, swearing at a teacher, alcohol or drug use, physical / verbal / sexual harassment, wilful damage) will be referred to the DP immediately whenever they are observed.
- The Whānau Teacher must not accept a referral that has not already been entered into the system - the paperwork must always be in place before accepting a problem.

Signature :

Date :

Printed Name :