



**TRIDENT HIGH SCHOOL**  
**Position Description & Performance Agreement**

**PERMANENT FULL TIME POSITION**  
**Teaching in the Special Education Centre**

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**Expectations of the position are:**

- 1 Meet the academic and pastoral needs of the classes you teach. It is expected you will follow the guidelines set by the HOD and as outlined in the Scheme of Work.
- 2 To be competent in the dimensions of the Professional Standards – Criteria for Quality Teaching as outlined in the Secondary Teachers’ Collective Employment Contract and The Registered Teachers’ Criteria as outlined by the Teachers Council.
- 3 Adherence to the Trident Code of *Quality Work* and *Respect for Others* as it applies to teachers.
- 4 Trident is a Microsoft IT Academy School and it is expected of all staff that they will carry out the training related to Microsoft Office and should they wish they are able to sit the Microsoft examination. See ICT, HOD for details regarding this.
- 5 Administrative requirements of the school are met.
  - a. Filing/record-keeping is done regularly.
  - b. All correspondence is dealt with promptly.
  - c. Duty responsibilities are met.
  - d. Attend meetings where required.

**Safe Work Practices**

Appropriate work habits should be used to safeguard employees from work-related injury, including occupational over-use syndrome or illness.

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**Trident High School  
Special Education Centre**

**Procedural Guidelines Related To Employment for 2024  
For Teachers Who Work In the Special Education Centre (SEC).**

This document will be provided to all staff employed in the Special Education Centre (SEC) at Trident High School and on signing regarded as part of their employment contract.

**Teachers in the SEC**

- Teachers are employed by the Board of Trustees of Trident High School. Appointments are delegated to the Principal. Employment matters including issues or concerns which cannot be answered by the HOD in line with school policy, will be directed to the Principal. The HOD is the supervisor of teachers in the SEC but any issues which are employment related will be managed by the Principal or through the HOD if delegated by the Principal. Teachers who are members of the PPTA have a right to the support of the field officer in any employment matters.
- The highest level of confidentiality is an expectation in all aspects of the Special Education Centre.

**Teacher Aides in SEC**

- Teacher aides are employed by the Board of Trustees of Trident High School. Appointments and termination of contract are delegated to the Principal who may follow the recommendation of the HOD. Pay concerns, employee behaviour concerns, personnel concerns, leave requests, sick days, are to be referred to the appropriate management area in the main school, for example, the Principal approves leave and pay rates whereas the Executive Officer deals with pay concerns. All teacher aides are employed on a fixed-term basis as per contract. Teacher Aides who are members of the NZEI have a right to the support of the field officer in any employment matters.
- The highest level of confidentiality is an expectation in all aspects of the Special Education Centre.

**HOD Responsibilities**

The HOD is responsible for:

**Teacher:**

1. Following the directive of the Principal in assigning, Teacher schedules for the SEC.
2. Appraising Teachers in the SEC and reporting to the DP responsible for SEC.
3. Working with the Teacher to ensure that the Teacher Aides are appropriately allocated to support the teachers and the students.

**Teacher Aide:**

1. Managing the hours of the teacher aides and making recommendation to the Principal for contract writing and approval.
2. Ensuring the hours students bring into the SEC are delivered appropriately to the student regardless of which area of the SEC that student is assigned.

3. The management of all teacher aide hours and teacher aide timetables. (Teacher aides are employed based on the funding that that is allocated by MOE/SE and ACC).
4. Delegating the micromanagement of teacher aide hours to the teacher with whom classroom service is being delivered.
5. Following the directive of the Principal in assigning Teacher schedules for SEC.
6. Requesting a teacher aide to work with another student. This is usually carried out to create an environment which is stimulating for both teacher aides and students. It also leaves room for the HOD to make allocations based on a teacher aide's strengths. (Note: the student's education is paramount).
7. Deciding which teacher aide is liable for termination of contract based on a student leaving the school. Should this person be a teacher aide of long-standing (i.e. has been employed at Trident as a teacher aide for more than 3 years) then that will be taken into consideration as it is a union requirement.
- 8. *It is important to note that in many instances a teacher aide will work with a number of students and a student does not have a designated teacher aide. In this situation the current needs of the whole SEC will be taken into consideration.***
9. Deciding which teacher aide is liable for reduced hours should a student's hours be decreased (this is a possible scenario when two teacher aides are allocated to a student). This will be determined by the HOD based on student need and staff strength.
10. Being aware of incoming student possibilities and changes to hours allocated prior to any notice being given to teacher aides for termination of contract. As student attendance and allocation of funding are regularly changing the HOD must contact contributing schools to determine the best possible accurate information before recommending teacher aides for termination of contract.
11. Ensuring that the day relief pool operated by the SEC can be accessed by any teacher aide whose position is terminated as a result of student movement or a reduction in funding related to a student.



HOD SEC Jackie Redward



Principal - Adrienne Scott-Jones