



**TRIDENT HIGH SCHOOL**  
**Position Description & Performance Agreement**  
**Fixed Term Full time**  
**Literacy / Numeracy Teacher**

---

***The fixed term full time position teaching numeracy/literacy commences 17 July, 2023.***

**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 NZ Education Council.
3. Adherence to the Trident Code of *Quality Work* and *Respect for Others* as it applies to teachers.
4. Trident is a Google School and it is expected of all staff that they will carry out the training related to Google.
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. Form teacher responsibilities are met.
  - e. Attend meetings where required, notably staff briefings and meetings on Tuesday and departmental or deans meetings on Wednesday morning.
6. Involvement in the co-curricular life of the school.
  - a. Participate in the Elective programme.

Responsible to: HOD English and/or HOD Mathematics