

JOB DESCRIPTION

NAME: Assistant Teacher -

RESPONSIBLE TO: Head of Department -

DATE:

| RESPONSIBILITIES | EXPECTED OUTCOME |
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| To uphold the Special Character of Carmel College | <ul style="list-style-type: none"> • Mercy values and tradition are modelled • Special Character is reflected in curriculum delivery • Involvement in Special Character activities |
| To demonstrate an in depth knowledge of the New Zealand curriculum | <ul style="list-style-type: none"> • Significant depth of knowledge of the relevant curriculum content is shown in lesson planning and delivery |
| To teach effectively | <ul style="list-style-type: none"> • Lessons are planned and implemented using an appropriate range of teaching strategies supporting personalised learning • A learning environment which promotes and uses an appropriate range of assessment techniques according to school policy is maintained • Assessment data is recorded, analysed and used to inform teaching |
| To communicate effectively with staff, students and families | <ul style="list-style-type: none"> • All communication is open, constructive, accurate and timely • Communication maintains confidentiality and trust |
| Participate in professional learning | <ul style="list-style-type: none"> • Commitment to school wide PLD focus is demonstrated • Own professional learning needs are pursued |
| To undertake pastoral duties as required | <ul style="list-style-type: none"> • Accurate and up-to-date attendance records are maintained • Positive relationships with students are nurtured • Student behaviour is managed fairly and in accordance with the Carmel College Expectations of Student Behaviour Guidelines |
| To support school wide and departmental initiatives by working collegially | <ul style="list-style-type: none"> • Requests are met in a timely manner • There is a contribution to subject resource development and maintenance |
| To undertake negotiated responsibilities in a professional manner. | <ul style="list-style-type: none"> • Negotiated curricular and co-curricular responsibilities are carried out effectively |