

## JOB DESCRIPTION

**NAME:** Assistant Teacher

**RESPONSIBLE TO:** Head of Department

**DATE:**

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