



JOB DESCRIPTION

NAME: Assistant Teacher

RESPONSIBLE TO: Head of Department

RESPONSIBILITES	EXPECTED OUTCOME
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 and sessions attended as required • 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 • Attendance at school events, including teacher interviews, as required