



JOB DESCRIPTION

NAME: Assistant Teacher -

RESPONSIBLE TO: Head of Department -

DATE: November, 2020

RESPONSIBILITIES	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 † 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

Proposal for Pouāwhina Māori role

Purpose

Carmel College has a small percentage of Māori students in attendance and this cohort perform high in their academic pursuits. The Taura here ki Pupuke rōpu was formed in 2018 and developed a Māori Strategic Framework (2019). In response to the observations of our community, there is a need to have someone formally advise and support the growth and development of tikanga Māori at Carmel College.

The purpose of this role is to support staff and community authentically in the schools development and understanding of bicultural pedagogy and understanding. It will also align to the goals of the Māori Strategic Framework and the principles of the Treaty of Waitangi. It is important to have a formalised role to support school leaders and students and to ensure that practices are culturally safe, understood and respected.

The proposed areas of responsibility are a proposal put forward by the previous teacher of Te Reo as a way of formalising the additional responsibilities that go with this role. Therefore, these proposed areas of responsibility are still able to be negotiated.

Key areas of Responsibility

- Organising Powhiri/ Mihi Whakatau/ Māori miha in collaboration with SLT (RF)
- Work and Plan Whanau and Student hui in collaboration with SLT (RF) and whanau
- To guide, support and promote Maori Events; Te Wiki o te Reo, Culture week, Māori miha, Matariki to Carmel College community
- Support and mentor Tū Wahine leader and provide support for student leadership team where appropriate
- Promote effective working relationships with Mana Whenua/ tertiary groups, feeder schools
- Cultural advice and support the College in different departments and work in collaboration with Senior Leadership Team (SLT) (RF)
- Provide PLD and departmental support where applicable

2021 Year plan

	Actions
Term One	New students Powhiri Whanau/ student hui Kapa Haka- Fiafia night (Polyfest)
Term Two	Whanau hui Pompallier shield CoL Cultural Day KATTI Year 12 and 13
Term Three	Whānau hui Māori Language week Culture week Māori Miha (priest dependant) KATTI Year 11
Term Four	Whānau Hui

	Senior prizegiving Year 13 Māori and PI farewell lunch Junior Prizegiving
Ongoing mahi <ul style="list-style-type: none">- Mentoring hui for Tū Wahine- Kapa Haka- Term lunches with Māori students- Supporting implementation of Māori strategic framework (collaboration with SLT, Principal, CCAL etc.)	

Māori Strategic Framework 2019

<https://docs.google.com/document/d/1fLD0b8VhDbTf7UJOhXCEsMWkljMlwAtNkrCpCjvvue4/edit>