



CARMEL COLLEGE

JOB DESCRIPTION

NAME: Assistant Teacher

RESPONSIBLE TO: Head of Department

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 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