

ASSISTANT TEACHER

Job Description

OVERVIEW

Teachers employed in this school shall carry out their general professional duties under the reasonable direction of the Principal and according to the policies of the Board of Trustees and the requirements of the School Charter.

It is expected that teachers will recognise the potential of students and apply appropriate methods of teaching to cater for their needs, developing an interesting, enjoyable and stimulating learning environment and positive and respectful relationships with students.

It is expected that teachers will play a full role in the wider life of the school.

Under the supervision of the HOD or Teacher in Charge, the assistant teacher is responsible for the care, supervision and education of students in curricular, extra-curricular and other capacities, as well as giving clear guidelines to teacher aides, in some situations.

DUTIES include, but not exclusively, the following:

1. Professional Knowledge

- Have content, and curriculum knowledge appropriate to the learners and learning areas of their programme.
- Plan and prepare courses and lessons.
- Teach according to the educational needs of the students assigned to her/him, including the setting and marking of work to be carried out by the student completing their courses of study.
- Assess, record and report on the development, progress and attainment of students.
- Ensures implementation of the appropriate curricula to nurture and stimulate the cognitive needs of students.

2. Is Reflective and Undertakes Professional Learning to Improve Effectiveness

- Gather, analyse and use assessment information to improve learning and inform planning.
- Able to articulate and justify a personal, professional philosophy of teaching and learning.
- Systematically and critically engage with evidence of many kinds to reflect on and refine their practice.
- Actively review methods of teaching and programmes of work, and participate in arrangements for further training and professional development as a teacher.

3. Teaching Techniques

- Creates an inviting and stimulating classroom.
- Engages and challenges students.
- Lessons result in students' learning.
- Applies best practice in terms of pedagogy, assessment and meeting the needs of diverse learners.

4. Student Management

- Maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Reports concerns regarding staffing or classroom issues to HOD or TIC.

- Keeps necessary attendance records, curriculum plans and records of achievement as needed.
- Maintains confidentiality of records and information of staff and families.
- Responsible for ensuring health, hygiene, safety, and overall wellbeing of students at all times.
- Current first aid proficiency is required.
- Keeps classroom neat and orderly.

5. Motivation of Students

- Build effective positive relationships with their learners.
- Promote a learning culture which engages diverse learners effectively.
- Have an understanding of the complex influences that personal, social and cultural factors may have on learners.
- Demonstrate high expectations of all learners, focus on learning and recognise and value diversity.
- Develops short and long term goals for individual students and overall groups as needed.

6. Actively Support NZ Bicultural Heritage

- Continue to develop an understanding and skills in the appropriate usage and accurate pronunciation of te reo Maori.
- Demonstrate knowledge and respect for te reo Maori and tikanga Maori in school contexts.

7. Effective Communication

- Must nurture respectful relationships with students and their families and must be sensitive to their cultural and socio-economic characteristics.
- Keeps accurate and transparent records on the progress, attainment and development of students and follows departmental and school policies about record keeping.
- Responsible for communication with parents about the progress of students according to school policies and procedures, including support for parent-teacher interviews.
- Consults with parents according to school policies.
- Provide or contribute to oral and written assessments, reports and references relating to individual students and groups of pupils.

8. Support and Co-operation

- Advise and co-operate with the Principal, HOD, TIC and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment, and pastoral arrangements.
- Responsible for developing unit and lesson plans for classroom and homework and to follow department schemes of work.
- Follows the directions, guidelines and policies of TIC, HOD.
- Completion of assessments of students on an on-going basis and in a timely fashion.
- Supervises Trainee Teachers as assigned, and conducts performance evaluations and provides functional training and guidance.
- Is co-operative, cheerful, committed and supportive, fostering a positive school environment in all interactions and relationships.

9. Wider School

- Carries out Mission, Vision and Values established by the Board of Trustees.
- Upholds the New Zealand Teachers' Council Code of Ethics/Nga Tikanga Matatika.
- Responsible for reporting any symptoms of child abuse and neglect, abnormal behaviours, injuries, illnesses to deans or guidance counsellors.
- Participate in meetings at the school which relate to the curriculum for the school or the administration organisation of the school, including pastoral arrangements.

- Take such part as may be required of him/her in the review, management and development of activities relating to the curriculum, organisation and pastoral functions of the school.
- Supervise classes, on the reasonable direction of the Principal or Deputy Principal, where the regularly assigned teacher is not available and a relief teacher cannot be made available.
- Plays an active part in running at least one sustained extra-curricular activity per year, according to the school's priorities and students' needs.
- Diligently fulfils the school's requirements for grounds duty, supervision of detention, and so on.
- May perform other reasonable duties as assigned by TIC, HOD or SMT.

10. Form Teacher Responsibilities

- Most members of staff act as form teachers. The role of the form teacher is a most responsible one. It is vital to both the efficient running of the school and successful pastoral care. For this aspect of work the teacher is accountable to the Dean/Principal. The form teacher should be the first person to whom a student will turn for help or advice. Although some aspects of a form teacher's work may seem dull and routine, it is through regular contact that unobtrusive care is exercised. Form teachers will:
 - accurately maintain the official register of attendance. Account for all absences. Contact parent/guardian(s) on the second day of unexplained absence or delegate this explicitly to the office staff.
 - comment on reports and cover aspects of achievement and personality which are not covered by academic reports.
 - in consultation with colleagues, prepare initial drafts for references, testimonials, reports to outside agencies and the like as required.
 - attend assemblies with their form, unless teaching another form at that time.
 - attend meetings called by the dean of the year group.
 - keep a general eye on the appearance and behaviour of their charges and insist that uniform standards are maintained.
 - check form book & diaries regularly.
 - foster good home/school relationships.

While comprehensive, this job description is not necessarily definitive. It will be reviewed and may be subject to modification and/or amendment from time to time and in consultation with the teaching staff.

Signed: _____
(staff member)

Date: _____