



# 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"><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 and sessions attended as required</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><li>• Attendance at school events, including teacher interviews, as required</li></ul>