



## JOB DESCRIPTION

**NAME:** Assistant Teacher -

**RESPONSIBLE TO:** Head of Department -

**DATE:** March 2020

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</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> </ul>

# 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 school's 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

## 2020 Year plan

	Actions
<b>Term One</b>	28th January- New students Powhiri 11th February- Whanau/ student hui 18th March- Kapa Haka- Fiafia night (Polyfest)
<b>Term Two</b>	28th April - Teacher only day - Spirituality/ Special Character (with RF) 26th May- Whanau hui 13th May- Pompallier shield (Whangarei) TBC May- CoL Cultural Day TBC- KATTI Year 12 and 13
<b>Term Three</b>	11th August - Whānau hui T3 W5 17/8-21/8 September- Māori Language week T3, W6 24/8-28/8 September- Culture week TBC- Māori Miha (priest dependant)

	TBC- KATTI Year 11
<b>Term Four</b>	20th October- Whānau Hui 28th October- Senior prizegiving 39th October- Year 13 Māori and PI farewell lunch 4th December- Junior Prizegiving
<b>Ongoing mahi</b> <ul style="list-style-type: none"> <li>- Mentoring hui for Tū Wahine</li> <li>- Kapa Haka</li> <li>- Term lunches with Māori students</li> <li>- Supporting implementation of Māori strategic framework (collaboration with SLT, Principal, CCAL etc.)</li> </ul>	

Māori Strategic Framework 2019

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