



# **Otamatea High School**

*Te Kura Tuarua O Otamatea*

## **Job Description**

**ASSISTANT TEACHER**

**Title and Status:** Assistant Teacher

**Responsible to:** Principal and Board of Trustees

**Primary Objectives:** To effectively teach to meet the learning needs of every student

**Key Tasks:**

**STUDENT LEARNING**

- To be well informed about initiatives in ELA and in effective pedagogy
- To model lifelong learning and to have a research-based understanding of how students learn
- To ensure that teaching and learning programmes are based on the New Zealand and the departmental curriculum, and maximise student learning, engagement, progress and achievement to meet the learning needs of every student
- To model respect for the heritages, languages and cultures of both partners to the Treaty of Waitangi and to target learning opportunities to improve Maori achievement in ELA

**EFFECTIVE TEACHING**

- To consistently use a teaching as inquiry model and demonstrate a cycle of responding to students' learning needs through feedback from students, colleagues, data analysis and goal setting
- To use the performance review processes to promote continuous professional growth towards both individual and school wide goals
- To analyse a range of data that evaluates the impact of teaching on student achievement to inform planning, diagnose and resolve problems and to set goals and strategies for teaching and learning

**SAFE SCHOOL CULTURE**

- To ensure that school wide expectations of PB4L are embedded into classroom processes to ensure a positive culture and supportive environment
- To consistently follow school wide procedures to meet administrative requirements for the efficient running of the school and the care and guidance of students
- To have a thorough knowledge of individual students and build strong, mutually respectful relationships to engage them in and set goals for their learning

**LEADING AND MANAGING**

- To promote and articulate the school vision and to make decisions based on meeting the learning needs of every student
- To set measurable goals that align with the strategic goals of the school
- To engage in ethical, respectful and collaborative professional relationships that engender trust and unity
- To attend staff meetings; participate actively in school wide professional development and liaise with colleagues to ensure quality learning opportunities for students
- To actively seek individual professional development to improve teaching practice

**COMMUNITY ENGAGEMENT**

- To maintain contact with parents to celebrate success and discuss areas of concern
- To report to parents with detailed evidence-based information about student achievement and next learning goals to reach school, national and individual objectives
- To make contact when necessary with services in the school and community that support student learning

**Signed:** **Date:** .....

**Teacher:** .....

**Principal:** .....