

Role Description

Assistant Teacher English



Show me your ways, Lord, teach me your paths. (Psalm 25:4)

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| Mission statement: | With Catholic faith as our compass, celebrated in the Eucharistic community of Sancta Maria College we will nurture confident, compassionate and connected life-long learners. We will be inspired to make a positive difference to a future global community and to the wider Catholic Church to which we belong. |
| Purpose: | To facilitate student learning by exercising responsibility for the resources and curricular programmes of the Department in line with the general goals of the College Charter. |
| Reports to: | Principal and Board of Trustees. |
| Responsible to: | The Principal through the Deputy Principal and other members of the Senior Leadership Team. |
| Works with: | The other members of the faculty in sharing the responsibility for the management of student behaviour and delivery of the curriculum. |

Key Responsibilities:

- Support of the Special Character of the College.
- Maintain high professional standards.
- Contribute to the Department or Syndicate.
- Classroom teaching.
- Commitment to the College's Co-Curricular Programme.

| KEY TASKS | EXPECTED OUTCOMES |
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| 1. Support the Special Character of the College | <ul style="list-style-type: none">• Be aware and supportive of the Special Character of the College.• Participate in the events and practices of the College, which relate to its Special Character.• Create an environment of friendship, generosity and collaboration.• Act as a positive role model at all times.• Assist with the co-curricular student programme. |
| 2. Maintain high professional standards | <ul style="list-style-type: none">• Promote the College positively and uphold the personal standards expected by the College.• Keep up to date with curriculum development and effective teaching practice.• Participate in and contribute to meetings with other staff, parents and other organizations as required.• Participate in the performance management process.• Carry out the policies of the Board of Trustees |



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| <p>3. Contribute to the Department</p> | <ul style="list-style-type: none"> Carry out the required College and department administrative procedures and tasks assigned. Attend and contribute to meetings for the Department. Contribute to curriculum planning and resource development. Support all colleagues, especially those in the Department by providing feedback on relevant issues and information for future planning. |
| <p>4. Classroom teaching</p> | <ul style="list-style-type: none"> Plan lessons in a competent manner. Deliver the curriculum, using a variety of teaching styles, according to the national and school requirements. Assess the curriculum in a fair, valid and consistent manner, keep a record of these assessments and report/communicate students' progress and achievement to parents/caregivers. Keep attendance records. Establish and maintain sensible, clear and consistent classroom routines so that all students have an excellent opportunity for learning. Challenge each student according to his or her ability and motivate students to perform to their potential. Provide a stimulating, attractive and safe learning environment in your classroom. Use the Pastoral Care/Guidance network and structure of the College to support students who have behavioral or academic difficulties. Enhance student learning through the efficient use of resources and ensure that learning activities and tasks are appropriate to a range of needs. Be sensitive to the cultural learning needs of students; incorporate elements of Te Reo Maori and Tikanga Maori into lessons and classroom. Share with colleagues the pastoral duties of care and supervision. |
| <p>5. Commitment to the College's Co-Curriculum Programme</p> | <ul style="list-style-type: none"> Make yourself available for a significant co-curricular activity (sport or cultural) that requires time outside normal school hours, including weekends in either summer or winter. Be available for school camps. |

NB: For a Tagged position, the person appointed must be willing and able to take part in the religious instruction appropriate to the Special Character of the College.

Limitations of Authority

Changes to procedures or routines must receive prior approval from the Principal. The Principal may make changes at any time in consultation with yourself and the Head of Department.

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| <p>Role Description:</p> | <p>Assistant Teacher – English</p> | |
| <p>Reviewed:</p> | <p>June 2008 June 2015 March 2020</p> | <p>Paul Daley, Principal Louise Moore, Principal Louise Moore, Principal</p> |
| <p>..... Louise Moore Principal</p> | <p>..... Date</p> | |