

## Role Description

## Assistant Teacher Physics



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

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

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

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.*

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