



Job Description Assistant Teacher

JOHN PAUL COLLEGE

Vision Statement: To develop lifelong learners with a commitment to excellence, and a desire to contribute to society and the church's mission.

Reports to:

Functional Relationships with:

Principal, DP Student Management

Senior Leadership Team

LoTL

Pastoral Team, Deans, All Staff

Purpose

To ensure that teachers are able to engage with students in meaningful and productive ways within the classroom setting.

- To ensure that the campus is a safe and positive environment for students.
 - To oversee all aspects of student pastoral care.
 - To uphold the standards of the college.
 - Work within the college discipline and restorative systems
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Key Tasks	Performance Indicators	Expected Outcomes
• To support the Special Character of the College. • Develop and implement teaching and learning programmes • Ensure high standards of student behaviour and communication regarding expectations of student behaviour • Run an engaged form time. • Professional development will be undertaken to support the teaching programme • Take a full part in the life of the College	• Practices and traditions are maintained in classroom situations. • The values embodied in the School Strategic Plan are upheld. • Classes will be taught according to the NZ Curriculum • To have a safe and inclusive environment. To have a co-constructed set of classroom rules. • To ensure that students are representing the college and its standards. • To build relationships with the students and their families. • To regularly engage with students around their academic progress, attendance, presentation and general behaviour. • Upskilling in the area of teaching will be evident and will be applied to the teaching programme • Attend all scheduled meetings • Supporting a student extracurricular activity • Communicate effectively with whānau.	• That the Special Character of John Paul College is supported in work with students and staff. • Lessons will be well planned in advance and a range of resources will be used to take into account current methodologies and to meet the learning needs of students • Students behave appropriately in and outside the classroom. • Students have a clear understanding of the expectations. • Contact home at the start of the year. • Regular engagement with families as needed especially for ARONA students. • Full engagement with students around their presentation, behaviour and attendance. • The students are being effectively taught using up to date material. • Meetings will be attended regularly • Students will be supported in an extracurricular activity • Clear communication with whānau is evident

ADDITIONAL RESPONSIBILITIES

- To be an active member of their Faculty.
 - To be engaged with an annual growth cycle.
 - To maintain high professional standards associated with a JPC staff member.
 - Actively promote the Catholic character of the school and the La Sallian charism.
 - Other tasks as required.
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Signed: _____ Deputy Principal Curriculum

_____ Principal

Date: _____