



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:

Principal, DP Student Management

Functional Relationships with:

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
-

Key Tasks	Performance Indicators	Expected Outcomes
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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.
-

Signed: _____ Employee

_____ Principal

Date: _____