



## **JOB DESCRIPTION**

**Position:** Part-time Special needs teacher (Te Pukenga - Conductive Education Unit)

**Responsible to:** The Principal, the Associate Principal, the Head of Faculty Learning Support and the Lead Teacher Conductive Education for the full range of teaching and other tasks associated with the position. On most matters the Lead Teacher has delegated responsibility for day-to-day operation and staffing.

**Key Tasks:**

- To teach classes or groups of individuals as assigned by the Lead Teacher Conductive Education.
- To work cooperatively with other staff members of the Conductive Education Unit as part of a transdisciplinary team.
- To assist in development of schemes of work for the delivery of all courses within the Department that cater for the learning needs of students.
- To help ensure schemes of work reflect national curriculum statements and national assessment requirements, and are regularly updated as the need for this arises.
- To assist in developing and implementing assessment techniques and methods of reporting student progress which are consistent with national requirements, Specialist Service Standards, and with school-wide assessment and reporting policies.
- To monitor and analyse student achievement in order to continually inform and enhance teaching practice and further improve student learning and achievement.
- To actively maintain a stimulating, positive and safe classroom environment.
- To effectively manage and provide leadership and guidance to Teacher Aides within the learning setting.
- To be involved in the school's teacher appraisal system and accept and participate in opportunities for appropriate professional development.
- To actively participate in the school's co-curricular activities.
- To ensure communication with parents/whanau is positive and effective.
- To always maintain professional standards of personal grooming/presentation and behaviour as required by school policies and the national Teachers' Council standard/code of conduct.
- To implement and uphold all school policies and rules.
- To attend and contribute at all relevant staff meetings and calendared school events, such as parent-teacher interview evenings and promotional occasions.
- To implement and support the school's assertive discipline and pastoral care systems.
- Additional activities may include ensuring work for relief teachers is provided if necessary.

Joe Eccleton  
Principal