



John  
McGlashan  
College  
DUNEDIN NEW ZEALAND

## Job Description

**Position:** Assistant Teacher

**Responsible to:**

- (i) Board of Trustees
- (ii) Principal
- (iii) Head of Department

### Primary Expectation

To be an enthusiastic and effective classroom teacher, and a positive, contributing member of the department.

### KEY ROLES

#### 1. Curriculum Responsibilities

- To deliver the curriculum to the level required, as set out in the department manual.
- To contribute to the development and review of programmes and resources.
- To attend and contribute to department meetings
- To attend appropriate professional development courses where possible.
- To keep up-to-date with the curriculum and other relevant professional developments.
- Assist with the running of any departmental initiatives/programmes.
- Help with the co-curricular activities fostered by the department.
- Undertake delegated responsibilities within the department.

#### 2. Assessment

- To meet the departmental and school requirements of assessment and recording of student progress.
- Assist with the preparation, marking and moderating of assessment tasks.
- Mark and assess each student's work regularly and promptly.
- Meet deadlines for reporting to students and parents/caregivers.

#### 3. Classroom Management Requirements

- Maintain order and control at all times.

- Maintain a pleasant and orderly working environment.
- Foster a learning environment where the rights and responsibilities of all individuals are respected.
- Foster self-discipline in each individual.
- Ensure that all homework (out of school tasks) routines are established and maintained.

#### **4. Student and Pastoral Care Requirements**

- Be a positive teacher, establishing high expectations and motivating students to achieve.
- Learn the strengths and weaknesses of students and work to accommodate these through differentiated instruction.
- Communicate problems of course completions to students/caregivers/senior management according to school policies.
- Have a consistently high standard of expectation of behaviour for students and work to enforce it.
- Implement and enforce school systems for attendance and behaviour.

#### **5. Resource Requirements**

- Follow departmental procedures for the issue and return of teaching resources.
- Follow department procedures for the care and security of all resources.
- Contribute to the review of potential resources.

#### **6. Wider School Requirements**

- Attend staff briefings, fulfil duty obligations.
- Attend and contribute to departmental and staff meetings.
- Attend parent interviews and respond to parental inquiries.
- Be loyal to the department, school and fellow staff.
- Maintain a high standard of professional conduct at all times.

### **CO-CURRICULAR OBLIGATIONS**

Contribute to the co-curricular life of the school in order to provide a range of sporting and cultural opportunity to John McGlashan College students.

### **PERFORMANCE MANAGEMENT**

Performance will be reviewed with respect to the effectiveness with which the key roles detailed in this job description and the Professional Standards for Teachers are being performed.

Consultation and professional conversation with your appraiser will help identify strengths, highlight issues needing resolution and confirm professional goals.