

Job Description: Teacher attached to Alternative Education

Position:	Assistant Teacher
Responsible to:	AE co-ordinator and Principal of Flaxmere College
Conditions:	Fixed Term. Employed under the current terms of the Secondary Teachers' Collective Employment Agreement; (STCEA)
Primary Task:	To provide quality learning opportunities.
Primary Performance Indicator:	Students are either engaged in their learning or have support plans in place to develop engagement.

Key Tasks	Expected Outcomes	Performance Indicators
To provide a quality learning environment that provides for all the students of designated responsibility.	A wide range of strategies are used to motivate students.	<ul style="list-style-type: none"> • Students are engaged in their learning • Or have support plans in place to develop engagement.
This 'engaging' learning programme is relevant and challenging.	Students actively participate in the well planned learning programme.	<ul style="list-style-type: none"> • Students participate in programme planning. • Student learning outcomes are well documented.
Maintain high professional standards and ethical behaviour.	Meets nationally prescribed professional standards. Meets school-based performance management goals. Adheres to codes of ethics.	<ul style="list-style-type: none"> • As detailed in the Ministry of Education Professional standard documentation. • As detailed in the College's annual performance management system. • As prescribed by the New Zealand Teachers' Council.

KEY TASKS

Preparation and Management

- ◆ Lessons are well prepared and are part of a planned programme.
- ◆ A variety of teaching techniques are employed on an ongoing basis.
- ◆ Students are encouraged to be responsible and self disciplined.
- ◆ Students' individual ability is catered for.
- ◆ Learning intentions and success criteria are displayed and shared with students.

Evaluation

- ◆ Students are provided with regular feedback about their progress.
- ◆ Programmes are regularly evaluated in light of student achievement data.
- ◆ Assessment procedures are followed.
- ◆ Information about student progress is recorded and available.
- ◆ Students' reports accurately reflect student progress and are completed on time.

Alternative Education (Hawkes Bay)

Administration

- ◆ Accurate student records are kept as stipulated in the AE manual.
- ◆ Learning environment is safe, well organised and pleasant.
- ◆ Develops a positive working relationship with each student so that strategies to support individual student progress are canvassed in a regular, planned fashion.
- ◆ Positive relationships with families/caregivers are established and they are informed of any concerns regarding progress and or attendance.
- ◆ A close working relationship with the AE provider and co-ordinator is maintained.

Curriculum

- ◆ Tasks set down and agreed with the AE co-ordinator are carried out.

Curriculum Knowledge

- ◆ Curriculum knowledge is actively sought.
- ◆ Knowledge of new teaching strategies is pursued.
- ◆ Professional Development is regularly undertaken.

Behaviour Management

- ◆ Student behaviour is managed according to the AE policy.

General

- ◆ Attend and make a positive contribution at meetings.
- ◆ AE vision, values, policies and procedures are actively followed supported.
- ◆ Interaction with students is always kept at a professional level.

Signed:

On behalf of the AE Consortium

Employee

Date: _____