HILLCREST
HIGH SCHOOL
Te Kura Tuarua o Tihipuke

Principal: **Christine Williams, BA Arts, Dip.Tchg, P Grad Dip Education**
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Hillcrest, Hamilton 3251
New Zealand

www.hillcrest-high.school.nz

Job Description – English Language Learning (ELL) teacher

Position Title	English Language Learning (ELL) Teacher
Reports to	Head of Department (HOD), Principal
Working Relationships	Head of Department, Senior Leadership Team, Deans, Learning Support, Careers and Academic Advisors, Guidance Counsellors, teachers, students and caregivers

Purpose of the position

To provide effective teaching and learning programmes in the ELL Department

Key Responsibilities	Appraisal indicators
Deliver effective teaching and learning programmes	• Plans engaging programmes that meet curriculum requirements and respond to students' needs, abilities, interests and cultures. • Motivates and challenges students to achieve and provides frequent, high-quality feedback. • Uses digital tools and appropriate resources effectively to support learning. • Connects learning with vocational and career pathways where appropriate.
Create a safe, positive and effective learning environment	• Builds positive relationships with students. • Uses school wide student management procedures consistently. • Maintains a safe, well managed classroom with high expectations for behaviour and learning.
Use fair and appropriate assessment and reporting practices	• Develops and uses valid, relevant and fair assessments aligned with faculty, school and national requirements. • Identifies barriers to learning and implements strategies that enable students to experience success. • Records achievement accurately, monitors progress and completes KAMAR entries and reports on time and to a high standard.
Demonstrate culturally responsive practice	• Acknowledges and values each student's culture, language and identity, particularly for Māori and Pasifika learners. • Integrates relevant aspects of students' identities and cultures into teaching and learning.

	● Knows students' potential, maintains high expectations and supports them to set goals and access appropriate learning pathways. ● Makes learning relevant, engaging, rewarding and positive.

Tasks and Duties

Teaching programmes	● Plan and deliver high quality teaching and learning consistent with school expectations. ● Differentiate teaching to address individual learning needs and challenge students to make progress ● Mark and provide timely feedback on student work and support students to reflect on their next steps ● Manage classrooms of students and monitoring student welfare in this space ● Support equitable access, participation and achievement for all learners.
Assessment and reporting	● Develop and implement fair, valid and appropriate assessment practices, in line with wider school and national requirements ● Barriers to learning are identified and strategies are implemented to overcome them so that students experience success ● Student achievement is recorded accurately and student progress is monitored ● Student achievement is recorded according to the school reporting procedure
Professional responsibilities	● Fully participate in the school's Professional Growth Cycle and maintain current professional learning, pedagogy and curriculum knowledge. ● Support and implement the goals and objectives of the Annual Implementation Plan. ● Support the Principal and Board in maintaining school policies and procedures. ● Contribute to the school's co curricular and extracurricular programme where possible. ● Willingly undertake relevant duties while maintaining a high degree of professionalism. ● Attend meetings, assemblies and duty as required

	● Ensure the safety and wellbeing of themselves, others and students at all times ● Any other duties as required from time to time
Student Management	● Follow school behaviour and pastoral systems, dealing with students fairly and consistently.
Resources	● Teaching spaces, resource areas and offices should be tidy, well-maintained and functional. Issues with damage, equipment, furniture and fittings, cleanliness or health and safety should be documented on the Hazards and Maintenance app.
Faculty and school contribution	● Attend and contribute actively to faculty and staff meetings ● Build and maintain constructive working relationships across the faculty and wider school ● Support the school professionally within the school and wider community

Declaration

Approved By	
Date approved	
Reviewed	
Appointee	
Date appointed	