HAMILTON GIRLS' HIGH SCHOOL

Position Description

Position Title:	Assistant Teacher of Mathematics (with capability to teach Senior Calculus preferable)
Reporting to:	Principal, or as delegated
Working Relationship:	Staff, particularly within the department, Deans, Heads of School, Guidance, Senior Management team, HR, Operational Management Team Leaders, Administrative and Support staff.
Duration:	Permanent, Full time
Remuneration:	As per the STCA
Position Purpose:	**Limits of Authority:** 1. Education Acts and other relevant Acts and Regulations, Policies of Board of Trustees. Any policy change in the department must be in harmony with the school's goals, policies and administrative structures 2. The Registered Teacher Criteria describe the criteria for quality teaching that are to be met by all fully registered teachers in Aotearoa New Zealand. The Registered Teacher Criteria recognise that teaching is a highly complex activity, drawing on repertoires of knowledge, practices, professional attributes and values to facilitate academic, social and cultural learning for diverse education settings. The criteria and indicators should be viewed as interdependent and overlapping. **Primary Objectives** 1. To take responsibility for effective teaching and learning for all students assigned to the teacher. 2. To contribute to professional improvement and development within the school. 3. To take responsibility for a tutor group class, as required. 4. To contribute to school wide activities that enhance student achievement and reputation for excellence. 5. The Registered Teacher Criteria should be used as a framework for teachers' ongoing professional practice to guide their reflections and professional learning. 6. To adhere to the Teaching Code of Conduct that sets out the high standards for ethical behaviour that are expected of every teacher

Key Accountabilities	
Professional Knowledge	• To plan and prepare programmes of work for each class based on the department learning and teaching programmes (schemes of work). • Learning and assessment theory • To demonstrate competence in teaching and assessment and in reporting on students' progress. • Current issues and initiatives • To demonstrate competence in keeping up to date with current developments in learning and teaching. • To participate in the school's appraisal system
Teaching Techniques	• To enable and encourage students to learn. • The development and practice of teaching programmes and resources, learning activities and assessment regimes • Highly effective teaching techniques • Evaluation, appraisal and reflection on their own and others' teaching practices with positive outcomes
Student Management	• The development and maintenance of environments which enhance learning by recognising and catering for the learning needs of a diversity of students. • Managing student behaviour effectively. • To use appropriate teaching techniques and student management skills • To exercise pastoral care of students in the classroom and the form class
Motivation of Students	• Encouraging positive school-wide engagement in learning • Fostering and practicing cultures of learning and achievement. • To enable and encourage students to learn
Te Reo Me Ona Tikanga	• The appropriate and accurate use of Te Reo Maori • Observing tikanga maori where appropriate. • To support the creation of a positive learning environment for Maori students
Effective Communication	• Communicating effectively with students • Reporting on student achievement to students, parents, caregivers, families and whanau • Communicating with colleagues • Where appropriate, to carry out the administrative tasks of a tutor group teacher • Spoken and written language is clear, correct and appropriate • Demonstrates effective listening skills • All communication is open, honest and timely • Supports colleagues in communicating effectively and appropriately

Support for and co-operation with Colleagues	• Encouraging and fostering effective working relationships with and between others • Providing support and assistance to colleagues where appropriate • To participate in the corporate life of the school • To fulfil the obligations of the school charter
Contribution to wider school activities	• Experienced classroom teachers contribute towards the effective functioning of the total school operation, including the school's relationship with parents and the wider community. • To participate in activities with students outside the classroom
Persons Specifications	• Good oral and written communication skills (including computer and database skills) • Ability to work with external and internal stakeholders applying high standards of professionalism. • Active commitment to the school's goals and objectives which are in harmony with the school's vision

Whakatauki / How we work/ Values / Te Reo

Resilience
Manawaroa

Challenges make you stronger
Ko Hāneanea Te Hoariri O Pitomata

Courage
Māia

Remember why you started
Pūruatia Te Moko

Identity
Tuakiritanga

Who am I? What's my purpose?
Ko Wai Au? He Aha taku Koha Ki Te Ao?

Creativity
Auahatanga

Explore what's possible
Maiangaitia Te Kura Huna

Curiosity
Manawareka

How can I grow
Māhea Atu Au Ki Te Au Mārama?

Excellence
Kairangi

Be the best that I can be
Whāia Rawatia Tōku Ake Pitomata