Taumata Rau
Heights Through Opportunity

Western Heights High School

Assistant Teacher Job Description – Social Science

Position Title	Assistant Teacher – Social Science
Reports to	HOF – Social Science
Working Relationships	External: caregivers, subject associations, MOE Internal: e.g. Principal, Deputy Principal, Teachers, Heads of Social Science, Pastoral network staff
Employment Status	Full-time Permanent
Purpose of Position	Facilitate engagement in learning in the Social Science Faculty
Key Responsibilities	**Performance Indicators**
Plan and implement appropriate learning and assessment programmes	Plan and prepare lessons based on WHHS units of work; these lessons will reflect The New Zealand Curriculum and where the principles of culturally responsive and relational pedagogy are evident Prepare and carry out assessments according to WHHS and Learning Area procedures and policies Analyse and appropriately use assessment information, which has been gathered formally and informally, to improve learner outcomes.
Motivate learners to participate to the best of their ability.	Promote and develop a collaborative, inclusive and supportive learning environment. Set high expectations and promote self-reflection for improving the achievement of all students.
Implement effective student management procedures.	Maintain an accurate record of student attendance, in a timely manner Establish and maintain a safe and positive environment conducive to learning, by setting high behavioural expectations in accordance with the WHHS pastoral care plan
Manage resources that support teaching and learning	Take all reasonable care with all resources – rooms, equipment, print material, resource sets, etc. and promote respect of same by all students.
Establish and maintain professional relationships focused on the learning and well-being of learners.	Maintain effective working relationships with colleagues that promote effective teaching and learning programmes. Support and assist colleagues to improve teaching and learning at WHHS
Communicate clearly with all relevant stakeholders to improve learning.	Communicate with clear spoken and written language to learners, colleagues, caregivers and the wider community Report to caregivers on development, progress and achievement of learners in accordance with WHHS guidelines
Demonstrate commitment to ongoing personal and team professional learning and improvement of professional practice.	An individual commitment to improving teaching practice and improving learner outcomes is evident Contributing to others' professional development as appropriate
Carry out house tutor responsibilities.	Participate and contribute to the effective pastoral care, engagement and management of students in a house, and as a house tutor

WISDOM AND HONOUR