

# Job Description

Position	Terms of employment	Responsible to
Teacher	Secondary Teachers' Collective Employment Agreement	HOLA/HOD for curriculum matters Principal
<b>Central Beliefs</b>		
<ol style="list-style-type: none"> <li>1. The Lincoln tikanga: Let's be Respectful, reliable, supportive and resilient underpin all we do.</li> <li>2. We are all Life-long Learners (Everyone is capable of learning)</li> </ol>		
<b>Employment Status</b>		
<ol style="list-style-type: none"> <li>1. Full time or Part time as per vacancy advertised</li> <li>2. Fixed term or permanent as per vacancy advertised</li> </ol>		
<b>Key Descriptors of an Effective Learning Support Teacher at Lincoln High School</b>		
Professional Responsibilities	<p><b>The Teacher's responsibilities include (but not limited to):</b></p> <p><b>Primary Functions:</b></p> <ul style="list-style-type: none"> <li>• To promote the Lincoln tikanga</li> <li>• To carry out all professional duties promoting student learning</li> <li>• To carry out pastoral care duties promoting student welfare</li> <li>• To participate in personal learning on your own and with other teachers</li> <li>• To further the goals and objectives as specified in the School Strategic Plan and to work within the School's Policies</li> <li>• To meet the Code of Professional Responsibility required of a teacher, and the Standards for the Teaching Profession</li> <li>• To involve yourself in extra-curricular activities as appropriate</li> </ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Plan and prepare courses and lessons</li> <li>• Being mindful of individual needs, teach the students assigned to you. This includes the setting and marking of work done by students at school, at home, and elsewhere</li> </ul>	

	<ul style="list-style-type: none"> <li>• Assess, record and report, orally (at report evenings) and in writing, the social and academic development, progress and attainment of the students, as required by the school</li> <li>• Promote the general well-being of individual students and of any class or grouping assigned to you</li> <li>• Maintain good order and discipline among the students and of any class or grouping assigned to you</li> <li>• Communicate and consult with the parents of students in accordance with school policy and participate in meetings arranged for this purpose</li> <li>• Promote and maintain an attractive, safe, and environmentally sustainable learning environment</li> </ul> <p><b>2.</b></p> <ul style="list-style-type: none"> <li>• Participate in the school's requirements for pastoral care of students</li> <li>• Safeguard students' health and safety, both on the school premises and elsewhere in school authorised activities</li> <li>• Be conscious of the role-model a teacher provides for students, paying special attention to the Lincoln tikanga</li> <li>• Observe professional ethics in inter-personal relations and be supportive of other staff</li> </ul> <p><b>3.</b></p> <ul style="list-style-type: none"> <li>• Strive to continually improve your teaching and student learning</li> <li>• Participate in personal learning on your own and as part of teams</li> <li>• Participate in the school's appraisal programme as laid down in the Policy on Appraisal</li> </ul> <p><b>4.</b></p> <ul style="list-style-type: none"> <li>• Carry out assigned supervisory duties around the school and assist in the care of school property and keeping the grounds clean and tidy</li> <li>• Carry out administrative duties, including attending assemblies and monitoring the attendance of students</li> <li>• Participate in meetings or gatherings at school which relate to the curriculum, administration or organisation of the school</li> </ul> <p><b>5.</b></p> <ul style="list-style-type: none"> <li>• Involve yourself in extra-curricular activities wherever possible</li> <li>• Attending to any additional duties as directed by the HOLA/HOD and/or Principal</li> </ul>	
--	---	--

Learning Support Responsibilities	<ul style="list-style-type: none"> <li>• Ascertaining numeracy and literacy needs of students and implementing programmes to run within English and Maths lessons, that are team taught, to develop literacy and numeracy skills</li> <li>• Plan lessons that cater for individual students' needs</li> <li>• Teach Supported Learning Standards to senior students</li> <li>• Assist students to gain the skills needed to achieve NCEA Level 1 Numeracy and Literacy</li> <li>• Run IEP/CAP meetings and create IEPs and CAPs</li> <li>• Evaluate and assess student needs based on testing analysis and provide information to classroom teachers on how to support the individuals learning as well as liaise with their parents/caregivers</li> <li>• Work with year level teams to support individuals</li> <li>• Support the HOD Learning Support in management of department run courses</li> <li>• Attend staff and department meetings</li> <li>• Assist with professional learning for class teachers</li> <li>• Assist with SAC applications made to NZQA</li> <li>• Additional tasks as required by the HOD</li> </ul>	
Content Knowledge	<ul style="list-style-type: none"> <li>• Demonstrates a high level of understanding pertinent to relevant curriculum areas</li> <li>• Critical thinking and effective problem solving skills</li> </ul>	
Building Learning Capacity Life-Long Learning	<ul style="list-style-type: none"> <li>• To actively engage in learning new skills and gain new knowledge pertinent to areas of responsibility</li> <li>• To attend professional development and training courses as provided or funded by school</li> </ul>	
Relationships, Attributes, Community	<p><b>To establish a positive working relationship with students, teachers and colleagues</b></p> <ul style="list-style-type: none"> <li>• Establishes and maintains supportive and co-operative working relationships with colleagues and values the contribution all staff make to the efficient operation of Lincoln High School</li> <li>• Is a strong and supportive “team player” with great communication skills</li> <li>• Confidence to work autonomously or within a team environment</li> <li>• Demonstrates initiative and resourcefulness</li> <li>• Has a friendly and approachable manner</li> <li>• Contributes to the corporate life of the school</li> <li>• Maintains positive interaction with all stakeholders</li> </ul>	

	<b>To maintain confidentiality in communications</b> <ul style="list-style-type: none"><li>• Demonstrates a high regard for and maintains confidentiality at all times</li><li>▪ Communicates issues or concerns relating to employment to the HOLA &amp;/or Principal</li></ul>	
<p>Signed (Employee): _____ Date: _____</p> <p>Signed (Employer): _____ Date: _____</p>		