JOB DESCRIPTION

Position: **Multi Materials Technology Teacher – fixed term part-time 2022 academic year**

Responsible to: The Principal for the full range of teaching and other tasks associated with the position, although on most matters the Head of Multi-Materials Technology Department has delegated responsibility for day-to-day operation and staffing.

Key Tasks:

- To teach a range of classes as assigned by Principal.
- To work cooperatively with other members of the Technology Faculty and with all staff members at the school.
- To assist in development of schemes of work for the delivery of all courses within the Department that caters for the learning needs of students.
- To help ensure schemes of work reflect national curriculum statements and national assessment requirements, and are regularly updated as the need for this arises.
- To assist in developing and implementing assessment techniques and methods of reporting student progress which are consistent with national requirements and with school-wide assessment and reporting policies.
- To monitor and analyse student achievement in order to continually inform and enhance teaching practice and further improve student learning and achievement.
- To actively maintain a stimulating, positive and safe classroom environment.
- To place an emphasis on those students who are not achieving to expectation and to determine ways through which their achievement levels may be improved.
- To be involved in the school's teacher appraisal system and accept and participate in opportunities for appropriate professional development.
- To actively participate in the school's co-curricular activities.
- To ensure communication with parents/whanau is positive and effective.
- To always maintain professional standards of personal grooming/presentation and behaviour as required by school policies and the national Teachers' Council standard/code of conduct.
- To implement and uphold all school policies and rules, including student uniform requirements.
- To attend and contribute at all relevant staff meetings and calendared school events, such as parent-teacher interview evenings and promotional occasions.
- To implement and support the school's assertive discipline and pastoral care systems.
- Additional activities may include preparation of written materials for the school's newsletters and annual magazine and ensuring work for relief teachers is provided if necessary.

Mark Wilson
Principal