

**Remuera Primary School
Job Description for Teachers**



Position: 0.4 Language Teacher

Tenure: Fixed Term

Responsible To: The Principal of Remuera Primary School
The Board of Trustees

Responsible For:

- Carrying out the professional duties of a language teacher (assistant) according to the policies of the board and to assist with the successful implementation of the National Education Guidelines.
- Any other responsibilities allocated by the Principal

The Employee will be required to have a current police vet.

Key Area	Key Tasks	Expected Results
Professional Practice	To encourage students to perform to the best of their ability in the area of language and other curriculum areas as required.	<ul style="list-style-type: none"> ◆ Positive rapport with students is established; ◆ Expectations for each student are clearly expressed; ◆ Student effort, achievement and improvement is supported; ◆ Students are encouraged to take responsibility for their own learning.
	To manage the learning environment and behaviour of students effectively alongside the class teacher.	<ul style="list-style-type: none"> ◆ A stimulating learning environment is established; ◆ Standards of acceptable behaviour are clearly stated and applied; ◆ Praise is used effectively to reinforce desirable behaviour; ◆ Established routines reinforce co-operation, mutual respect and helpfulness.
	To plan a balanced language programme that: <ul style="list-style-type: none"> ◆ structures learning activities that focus on the achievement of learning objectives; ◆ varies the teaching techniques to take into account differing learning needs; 	<ul style="list-style-type: none"> ◆ Curriculum requirements are met; ◆ A balanced integrated programme is delivered' ◆ Lesson planning is thorough

Professional Practice	<ul style="list-style-type: none"> ◆ provides learning experiences that gain a high level of student attention and involvement. ◆ liaises with syndicate leaders re an integrated approach to learning. 	
	Utilises a range of effective teaching techniques in the delivery of programmes.	<ul style="list-style-type: none"> ◆ Classroom activities and teaching methods encompass a wide range of teaching styles; ◆ Lessons are well organised; ◆ Students are on task and involved; ◆ Sound questioning techniques used.
	To monitor learning alongside the classroom teacher and document progress and achievement.	<ul style="list-style-type: none"> ◆ Appropriate student assessment and evaluation procedures are operating. ◆ Student learning is assessed in a way that is fair, valid, reliable and useful in conjunction with the classroom teacher.

Signed: Dated