



Job Description: Teacher of Digital Technology

Responsible to: Principal, HOD Technology.

Job Purpose:

The planning, delivery and review of teaching and learning programmes in the Technology Department to ensure the best possible outcomes for learners.

General Statement of Responsibilities

1. Teaching and Learning

Ensures that all programmes are appropriately planned, using assessment as a means of identifying needs and progressing learning. Planning takes into consideration the specific learning needs of Maori/Priority Learners.

2. Curriculum Content

Teaching and Learning programmes are in line with National Curriculum Statements and department schemes. Programmes include culturally responsive practice, and impart essential skills, attitudes and values.

3. Assessment: Junior and NCEA

Accurate monitoring and recording of student progress and achievement occurs, teachers will be able to appropriately report as required and to inform their planning to meet student learning needs.

4. General Contribution to the School

Participate and support the corporate and extra-curricular activities of the school.

| Key Tasks | Performance Indicators |
|--|--|
| <p>1. Curriculum Delivery</p> <ul style="list-style-type: none"> • Provides appropriate teaching and learning programmes • Monitors, tracks and records • Performance management • Uses a wide range of educational resources and appropriate teaching techniques | <p>Programmes are carefully planned to meet individual needs, based upon department schemes and curriculum guidelines.</p> <p>Uses a range of assessment methods as an overall strategy. Identifies barriers to learning and makes necessary changes to teaching practice based on assessment analysis.</p> <p>Regularly monitors, tracks and records student progress against the national achievement objectives.</p> <p>Provides appropriate in-class support to priority learners to ensure success in learning. Uses culturally inclusive practice. Specialist support drawn on as required.</p> <p>Participates fully in the school's performance management programme and is proactive in enhancing own professional learning and development.</p> <p>Actively participates and contributes in school professional learning and development.</p> <p>Establishes routines which are appropriate and understood by all students. Maximises the use of learning time.</p> <p>Develops positive relationships with students which demonstrate a respect for their individual needs and cultural backgrounds.</p> <p>Manages student relationships effectively and follows up on behaviour in line with the college processes and restorative practice principles.</p> <p>Ensures teaching area presents a professional, lively and conducive atmosphere for learning.</p> |
| Key Tasks | Performance Indicators |
| <p>2. Assessment of Achievement</p> <ul style="list-style-type: none"> • Motivates and engages students in learning • Uses a range of assessment tools to measure student progress • Reports on progress | <p>Provides an environment in which learning and achieving is valued and recognised.</p> <p>Ensures that students are aware of the progress they are making in by providing appropriate feedback and feed forward.</p> <p>Uses assessment data, both formative and summative, as an integral part of the teaching and learning programme. Uses data to assess effectiveness of the teaching programme and delivery.</p> <p>Keeps accurate records of progress and reports on this as required. Reports provide clear, accurate and constructive information on student progress and achievement.</p> <p>Communicates clearly student progress in written form and verbal interview. These may occur at any time during the year.</p> |



| Key Tasks | Performance Indicators |
|--|---|
| 3. Provides Pastoral Care | <p>Provides appropriate pastoral care to Whanau class and AC students to ensure that their needs are met.</p> <p>Tracks student attendance and takes appropriate action when this becomes a concern.</p> |
| 4. General Contribution to the School Establishes sound collegial relationships that are professionally supportive. | <p>Is professional and supportive of other members of the school staff in their teaching and learning duties. Establishes and maintains positive collegial working relationships.</p> <p>Participates and supports school activities relating to the enhancement of the general life of the school. These may include cultural, sporting, social and community activities.</p> <p>Where appropriate either co-operate in or lead the organisation of school activities.</p> |

Teacher

Principal

Signed: _____

Signed: _____

Date: _____

Date: _____