

Carterton School 2016

Specific Area of Responsibility: Learning Team Leader

Name:

Curriculum Delivery

- ensure all components of the NZ curriculum are delivered according to the school's implementation plans.
- ensure that programmes are in place that will ensure progress towards meeting the school's annual targets.
- ensure that regular marking and feedback is occurring.
- ensure that regular, valid assessment is taking place.
- ensure that assessment information is analysed and used as a guide for future learning.

Performance Management

- assist teachers to identify personal professional development goals for the year.
- conduct in class observations related to these goals.
- assist teachers in preparing for attestation with regard to meeting the relevant performance standards.
- ensure planning meets the standards identified by the school.
- ensure teachers are maintaining all documentation according to the school's expectations.

Student Management

- ensure that teachers are providing a positive environment for children.
- ensure that attractive, motivating classroom environments are being provided.
- ensure that routines are in place that are being consistently followed.
- ensure that actions taken with regard to discipline are consistent with the school behaviour management plan.
- provide support for teachers experiencing problems with student management.
- ensure that school rules are consistently applied.