



Position Description Teacher Aide

Our Mission Statement:

To educate students in the Catholic tradition of faith and love, recognising the uniqueness of the individual and challenging them to realise their potential in a multicultural environment that constantly strives for excellence.

Position:	Teacher Aide
Reports To:	SENCO
Responsible To:	Principal, Senior Leadership Team

Background

The Teacher Aide position exists to support student learning and social interaction in both the classroom and the Learning Centre.

The Teacher Aide operates within the legal requirements, the College's Strategic Plan, Annual Plan and Policies.

This Position Description sets out responsibilities and duties, which form the reference point for appraisal.

Teacher Aide Key Responsibilities

In Class Support

- Working with small groups on programmes provided, under the direction of the SENCO and/or teacher
- Assist teacher/s with social development of student/s as required.
- Assist in classroom by utilising specialist resources as directed by the teacher.

One on One Support

- Provide support to student/s by planning, implementing strategies and programmes.
- Assist the student/s by utilising specialist resources.
- Attend to the specific health, medical and safety needs of student/s as required.
- Support students where possible to participate in school and out of school activities.
- Provide appropriate feedback that is consistent and meaningful to the student/s.

Monitoring Progress of student(s)

- Participate in IEP meetings and assist in the planning, monitoring and evaluation of student learning.
- Assess and keep records of student/s progress.
- Communicate regularly with the relevant people and agencies on the student/s progress.

Teacher Aide Duties

- Read Home Communication notebook/diary when students arrive in the morning and communicate relevant information to appropriate staff.
- Share supervision of students using Learning Centre at break times.
- Assist teacher with planning.

Family

Scholarship

Truth

Service

Prayer

Joy

- Complete work with student/s as directed by Specialist/Class/Subject Teacher
- Assist with making resources/adapting class work as required.
- Enter necessary information in Home Communication notebook/diary each afternoon. Insert school notices or other handouts.
- Supervise students' personal health and hygiene as appropriate or necessary.
- Inform parents of need for personal items to be replaced.
- Send home samples of work as appropriate.
- Work with student/s to file loose work and keep track of exercise books (encourage student to take responsibility for their own belongings).
- Transport students to sports and/or Life Skills activities outside school as required.
- Attend organised school trips within working hours and consult with SENCO if extra hours are required.
- Leave prepared resources/plans as appropriate each afternoon in an easily accessible place in case you are absent from school. Ensure SENCO knows if you are going to be absent.
- Attend IEP's.
- Assist Specialist Teacher/SENCO with preparing formal School Reports.
- Liaise with Support Agencies as required. Advise SENCO/Specialist teacher of this.
- Coordinate and mail Te Kura/SPEC material. Show Specialist Teacher/SENCO all work before it is sent and also returned work before it is filed. If returned work is sent home make a photocopy of it first to be kept on file.
- Attend SPEC verification days as necessary.
- Attend Professional Development workshops as appropriate.
- Attend Learning Centre /Staff meetings as required.
- Other administrative support as reasonably required by the Head of Future Pathways.

The Teacher Aide can expect to be asked to carry out other duties as reasonably expected by the Principal and Senior Leadership Team.

Employment Details:

GRADE: Grade B, as per the Support Staff in Schools Employment Agreement 2014.

Number of HOURS: 15 hours per week.

Number of WEEKS: Term time only.

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<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Principal on behalf of the Board of Trustees	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Dated

SPECIAL CONDITIONS:

Education is an ever-changing environment and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This job description will be reviewed annually during the appraisal process and will be varied in the light of the needs of the College to promote improved student outcomes.

NOTE: The incumbent's signature indicates that relevant College policy and procedure have been read and accepted.