



JOB DESCRIPTION

Position: **TEACHER AIDE TE PUKENGA – COMPLEX EDUCATIONAL NEEDS UNIT,
CASHMERE HIGH SCHOOL**

Responsible to: The Principal of Cashmere High School and The Board of Trustees

Functional Relationships: The Manager of Te Pukenga
Head of Department Te Pukenga
Teachers / Conductors / Specialist staff
Students and Students Families

PRIMARY GOAL

Teacher Aides in Te Pukenga are expected to demonstrate consistent levels of skills to support the objectives, policies and operational procedures of Conductive Education at Cashmere High School.

KEY TASKS

1. Assists in the implementation of planned educational programmes for students.

Follow directions from educational staff to complete given tasks
Seeks clarification when needed from teaching or specialist staff
Completes documentation as required
Has current information on students and their goals
Delivers feedback to assist teachers and specialist staff for planning and for students IEPs/ITPs
Models desirable behaviour to students
Demonstrates behaviour management techniques to minimise disruption of programmes
Assist students in mainstream settings within Cashmere High
Assist senior students at work experience, modelling desirable behaviour in the community
Assist students during outings and community experiences, modelling desirable behaviour

2. Demonstrate the ability to carry out personal care tasks activities of daily living and technical skills that maintain students dignity, personal comfort and safety.

Demonstrate safe manual handling and transfer skills
Use hoists and other personal care equipment safely
Report any equipment problems to appropriate staff
Report any accidents or incidents involving students or staff members
Demonstrate how to manage wheelchairs and other personal equipment
Assist students with meals and feeding skills
Demonstrates good hygiene practises and toileting skills

3. Demonstrates organisational skills

Has all resources needed to complete activities for the student

Completes daily communication records for students in an objective and informative manner

Communicates with Conductors/Teachers /Specialist staff in a timely manner of issues or concerns relating to the student

Represents Te Pukenga and Cashmere High School in an appropriate and positive way when completing community activities with the students

Demonstrate good time keeping skills

4. Demonstrates Contributory Skills

Demonstrates the ability to work as a team player to assist the unit to function efficiently

Participates in professional development activities and all meetings as required.

Participates in an annual appraisal

Assists new staff

Is respectful of all cultures and helps to provide a culturally respectful environment

5. Demonstrates Professionalism

Demonstrates confidentiality at all times.

Uses appropriate language and demonstrates appropriate behaviour with students and all staff and in the community.

Adheres to the routine and timetable of Te Pukenga

Has appropriate attire and personal hygiene

Joe Eccleton

Principal