

JOB DESCRIPTION

Position: Teacher Aide Learning Support

Responsible to: Head of Faculty Student Support

Functional Relationships: Head of Faculty Student Support
Teachers
Specialist Staff
Students

Primary Goal:

Working with teachers to support students' learning by adapting the curriculum and learning environment where necessary. Support identified students' learning in an inclusive environment.

Key Responsibilities:

Key Tasks	Performance Standards Indicators
<p><i>In-Class Support</i> Work collaboratively with class teachers</p>	<ul style="list-style-type: none"> • Works with specific student/s where directed • Delivers activities as outlined by the teacher
<p>Encourage student(s) to be independent learners</p> <p>Use a variety of support strategies to assist student learning</p>	<ul style="list-style-type: none"> • Facilitates student access to the curriculum at their individual level in the classroom • Uses verbal and visual prompts • Student's physical environment and/or resources are adapted where appropriate
<p><i>Specialist Programmes</i> Implement support programmes and strategies provided by Head of Faculty and supporting specialists.</p> <p>Act as a reader and/or writer</p>	<ul style="list-style-type: none"> • Planned activities are accurately and efficiently delivered in the relevant setting • Agreed, appropriate behavior management strategies are used • Student knowledge and responses are accurately recorded • The reader/writer guidelines are accurately followed

<p>Communication</p> <p>Demonstrate effective communication skills when interacting with students and colleagues</p> <p>Maintain confidentiality</p>	<ul style="list-style-type: none"> • A positive rapport is established with students and colleagues • Students request clarification and feedback • Appropriate and meaningful reinforcement is provided to student/s • The school policy/guidelines on confidentiality are carried out
<p>Monitor Progress of Students</p> <p>Participate in IEP planning and evaluation</p> <p>Provide feedback (verbal or written) on student progress towards identified goals</p>	<ul style="list-style-type: none"> • Relevant observations are provided • Student behavioural and academic progress is described
<p>Maintain Records</p> <p>Learning assessments are conducted at the request of Head of Faculty</p> <p>Other departmental administrative tasks are performed as required</p>	<ul style="list-style-type: none"> • Learning assessments are completed and recorded as requested • Administrative tasks are completed and recorded in a timely manner
<p>Professional Knowledge</p> <p>Relevant external professional development opportunities are taken up where possible</p> <p>It is expected that staff will participate in internal professional development opportunities</p>	<ul style="list-style-type: none"> • Participates in internal or available external professional development in negotiation with the Head of Faculty. Focus on PD that will improve performance knowledge in Teacher Aide role. • A reflection on professional development undertaken is completed, with the aim of application to practice.

Hours of Work:

The position is for a minimum of 22.5 hours per week during term time only, though hours may vary depending on the needs of each academic year. Hours worked are Monday to Friday, term time only, during school hours, with one 20-minute paid break each morning.

Salary & Conditions of Employment:

This is a permanent part time position working during term time only. The position is covered in the Support Staff in Schools Collective Agreement (SSCA). The salary is based on Grade B (up to step 5) of the Ministry of Education teacher aide work matrix, and relevant experience.