

Wellington Girls' College
JOB DESCRIPTION
Teacher Aide -ORRS

Responsible to:	Principal HOD Te Pā Manawa/Learning Services
Functional Relationships with:	Teaching Staff Students Learning Services Administrator Parents
Hours of work:	13 hours per week
Annual Term of Engagement:	Fixed term contract (term time only)
Terms of Employment:	As per the Support Staff in Schools Collective Agreement. The position is graded Grade BC (Teacher Aide Matrix)
E.E.O. Statement:	Wellington Girls' College is an equal employment opportunities employer
Review of Performance:	Performance against the requirements of this position will be reviewed on a regular basis and in line with the school's performance review system.

All employees of Wellington Girls' College are expected to contribute to the broad aims of the school including promoting a student potential approach and the school culture of high expectations, inclusion and excellence for all students. This school encourages all staff to contribute to the wider life of the school according to their skills and interests

OVERVIEW OF POSITION:

To work collaboratively with teachers and other professionals to support students that may require assistance with their learning, behaviour or physical needs.

PERSON SPECIFICATION:

Essential Skills

- Clear oral and written communication skills.
- Ability to facilitate group work and work confidently one-to-one with students.
- Sound computer skills and ability to pick up school applications
- Skills & knowledge in working with ESOL students

Personal Qualities

- Excellent interpersonal skills.
- Confidence working with students.
- Discretion
- Open, approachable manner
- Flexible with a sense of humour
- Commitment to supporting the College and College community.

KEY TASKS:

- To support students with their learning in a range of subjects under the direction of the classroom teacher. The support may be for one student or a small group of students to enable all pupils to access learning opportunities and maximise student achievement
- To establish positive working relationships with both students and colleagues and maintain effective communications with both, while maintaining confidentiality at all times
- To attend IEP meetings as required and to assist the student achieve IEP goals where appropriate
- To be prepared to attend relevant professional development courses if requested
- Updating student records as required
- To be prepared to attend to students' personal care as necessary and ensure the student's dignity is maintained
- If responsible for behavioural needs students, must be constantly monitoring for escalating behaviours and diffuse these situations
- To supervise break times if rostered
- To photocopy material for students or staff where necessary
- Sourcing/designing resources and activities to aid students and keeping up to date with available specialised learning resources
- Supporting students with Special Assessment Conditions
- Assist teachers and classes on education visits when relevant
- Undertake relevant assessments of individual student progress
- To take responsibility for other tasks as directed by the HOD Learning Services or the Principal.

General Responsibilities

- Ensure the safety and wellbeing of students at all times
- Carry out other duties as required from time to time
- Actively engage in professional development opportunities to continually enhance skills and knowledge

This position is subject to the requirements of the Children's Act 2014.

**Wellington Girls' College is declared a smoke-free area and has a
No Smoking Policy for staff and students.**

Signed: Employee: _____

Principal: _____

Date: _____