

WELLINGTON COLLEGE

POSITION DESCRIPTION

Teacher Aide

Position Title:	Teacher Aide
Responsible to:	SENCO, Teaching Staff
Situated:	Throughout the school
Hours:	As per individual contract
Tenure:	Term time only

The role of the Teacher aide/Kaiawhina is to assist the teacher by supporting the teaching programme and student learning.

The role of the teacher aide/kaiawhina will include some or all of the following:

- Supporting teaching programmes and student learning under the supervision of the teacher who is responsible for delivering the curriculum to all students.
- Promoting student independence, e.g., not answering questions but supporting student to find answer.
- Working with small groups of students/or one-to-one under supervision.
- helping with extra activities
- Meeting with teachers and parents to discuss the students' progress.
- Meeting with special education teachers to help implement a special education programme.
- Providing direct support to students in a range of areas eg: self-care, personal safety, mobility and medication-according to school policy.
- Being a cultural advocate.

The responsibilities of the teacher aide may include:

- Contributing to monitoring and keeping records of students' daily progress.
- Participating in the use of agreed appropriate behaviour management strategies.
- Giving praise and encouragement to students.
- Using age-appropriate language and activities.

To undertake these responsibilities successfully a teacher aide will need to:

- Communicate regularly with teachers about the class programme and student progress. Being adaptable to different teaching styles and maintain a professional attitude to what happens in the classroom.
- Have an understanding of the school policies, learning and behaviour difficulties, the needs of their students and a range of strategies to meet these needs.
- Attend meetings.
- Assist with internal assessments as an Exam Assistant.
- Work within the framework of the school policies.
- Participate in the wider life of the school.
- Have endless patience and a sense of humour.

GENERAL REQUIREMENTS

It should be noted that other tasks and duties may be determined in consultation with the SENCO / Lead teacher Learning Support.

The Teacher Aide will be encouraged to continually improve his/her range and level of skills. Training opportunities may be offered, and attendance required.

The College encourages all staff to contribute to the wider life of the school according to their skills and interests.