



Job Description: **Teacher Aide (He Kākano - ORS funded students)**

Responsible to: Lead Teacher, He Kākano
Head of Learning Services Faculty

Hours of work: 28 per week, term-time only

Purpose of position:

- To support students and their classes as directed by the Lead Teacher of He Kākano

This includes:

- Supporting students with complex health, behavioural and other personal care needs
- Working with teachers to best support the students in their class. This could include meetings with teachers to provide feedback and discuss students' learning
- Encouraging students to keep on task with their work, explaining questions and concepts
- Identifying and recording areas of students' progress and difficulty
- Communicating with teachers about student progress and needs
- Helping the classroom teacher with challenging situations when required
- Facilitate successful interactions between students in social and learning situations
- Working with individuals/small groups of students in the classroom context to facilitate learning
- Establishing an appropriate professional relationship with students, maintaining trust and respect
- Being available to talk to the students when they have concerns or problems with their learning
- Liaising with caregivers when specifically requested by the Lead teacher
- Support new students who transition into and out of the school during the year, monitoring their progress
- Knowledge and awareness of students' backgrounds and learning, social, emotional and well-being needs and the ability to anticipate, monitor and respond as needed
- Being available as Reader/Writers/Supervisors for students entitled to SAC. This can include extra hours during exam week
- Accompanying students on class trips during school hours (where applicable)
- Reporting on observations and behaviours of concern to Learning Services / He Kākano staff
- Meet with the He Kākano team and take part in Professional Development as required
- Liaising with Ministry of Education employees
- Establishing connections with Māori students and whanau
- Supporting and upholding WHS values and Tikanga Maori Values
- Providing on-line support for He Kākano students if COVID alert levels or other conditions necessitate it
- Supporting the use of Te Reo Māori where possible
- Supporting the use of NZSign Language where possible.

And may also include:

- Supporting the school in extracurricular activities
- Any other duties as requested by the Lead teacher of He Kākano as outlined within the Teacher Aide Work matrix
- Accompanying students on camps (this may include after school hours, which would be subject to discussion).

Person specification:

- Energetic
- Adaptable
- Empathetic
- Collaborative
- Maintains confidentiality
- Able to work effectively with a range of teachers as required
- Someone who enjoys working with young people whose behaviour can be challenging at times

Staff will have the opportunity to develop and take on additional responsibilities as described in the Teacher Aide Work Matrix with the agreement of the Head of Learning Services & Lead teacher of He Kākano.

Employee name:

Line manager: Don Stevens

Date:

Employee Signature:	
Approved by:	
Date Approved:	
Reviews:	