

Teacher Aide Job Description

Reports to:	LSCs, SENCO, DP Pastoral, Headmaster
Working relationships:	Teacher Aide Team, SACO, LSC, SENCO, RTLB,
Tenure:	Fixed Term (20 July 2026 to 11 December 2026)
Grade:	Grade B-C, (Support Staff in Schools Collective Agreement)
Hours of work:	Part-time, 27.5 hrs per week, Term-time Only
Allowances:	Tiaki Allowance, only as required
Purpose of the position:	<i>To provide general support and targeted additional support for individuals within allocated classes. To deliver ongoing programmes for individuals and small groups.</i>

Areas of Key Responsibilities	Key Tasks
Work with students individually and in a group to enable them to access the curriculum at their level	<ul style="list-style-type: none"> • Monitor and observe students during lessons • Ensure the safety and well-being of students at all times. • Adapt and deliver classroom content 1-1 to individual students as requested. • Work independently, with clear accountability to deliver specific programmes to agreed standards, which includes planning tasks, resource preparation and activities. • Develop individual plans and resources for Literacy and Numeracy programmes. • Follow specific behaviour or learning programmes provided by LSC, RTLB, or other professionals, including adopting the support or management strategies identified. • Assist students to access and use digital learning mediums and assistive technology. • Provide direct support for specific behavioural needs of individual students in order to enhance the student's ability to integrate, improve, be independent and participate more fully in the school. • Implement behavioural programme as prescribed by LSC, RTLB, OT or other professional. • monitor for escalating student behaviours and diffuse these situations.
Testing and data collection to support screening of specific learning difficulties requiring further support	<ul style="list-style-type: none"> • Administer evidential screening tests for learning difficulties and contribute observations. • Evaluate student progress. • Contribute observations to professional diagnostic questionnaires (i.e. Educ. Psych, CAFLINK, RTLB) • Regular monitoring and organisation of testing requests.

	<ul style="list-style-type: none"> • Timely communication with LSC's and SACO regarding testing progress.
Support students with Special Assessment Conditions	<ul style="list-style-type: none"> • Undertake reader/writer duties for individual students, adhering closely to NZQA guidance.
Demonstrate effective relationships and connections with students, staff and external organisations	<ul style="list-style-type: none"> • Build trusting relationships with students and colleagues • Support class teacher(s), working collaboratively on the classroom programme and supervision of students. • Assist teachers with tasks required for the smooth running of the lesson • Attend whanau meetings, IEP or HCN review meetings as requested. • Assist teachers and students on educational activities outside the classroom when required. • Develop effective relationship with students based on their interests and cultural background. • Maintain professional boundaries while developing positive relationships with students and staff.
Demonstrate commitment to the Shirley Boys' High School strategic priorities	<ul style="list-style-type: none"> • Participate in the use of Te Reo Māori language within the school environment and show understanding of Māori tikanga and heritage. • Comply with all board policies and relevant legislation. • Respect and work within school rules, systems and processes. • Respect and participate in Tikanga Māori and school cultural experiences. • Be respectful of diverse cultural backgrounds and belief.

Essential Skills

- An effective communicator, including listening and observing
- The ability to deal with difficult students in non-confrontational ways
- Shows initiative and good judgement, with the ability to be responsive and adaptable
- Demonstrates empathy
- Enjoy working with young people.
- To be able to gain the confidence and respect of students in order to influence their behaviour
- Willingness to work as part of a team.
- To be a positive role model for students