



Job Description: **Teacher aide for a student with an HCN Plan**
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. Fixed term until the end of 2026.

Purpose of position:

- To support the implementation of individual student's specific goals as outlined in the HCN plan and as directed by the Lead Teacher of He Kākano.
- To support complex needs students in classes.

This includes:

- Providing Teacher Aide support as specified in the student's HCN plan.
- Working to support the student and staff to implement the student specific goals, as agreed in HCN meetings and directed by the teacher.
- Ability to break broad goals into smaller steps and work through them
- Supporting the student with her complex health, behavioural and other personal care needs
- Working with teachers to best support the target student in their class. This could include meetings with teachers to provide feedback and discuss the student's learning.
- Encouraging the student/s to keep on task with their work, explaining questions and concepts
- Identifying and recording areas of the student/s progress and difficulty
- Communicating with teachers about the student/s progress and needs
- Facilitate successful interactions between students and student in social and learning situations
- Establishing an appropriate professional relationship with students, maintaining trust and respect
- Being available to talk with the student when they have concerns or problems with their learning
- Liaising with the student's mother when specifically requested by the Lead teacher
- Accompanying student on trips during school hours (where applicable)
- Have the ability to manage the personal care of student - tube feeding, toileting if required
- 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
- Supporting and upholding WHS values and Tikanga Maori Values
- Supporting the use of Te Reo Māori where possible
- Supporting the use of NZSign Language where possible.

And may also include:

- Supporting the student in extracurricular activities, such as equine therapy
- Any other duties as requested by the Lead teacher of He Kākano as outlined within the Teacher Aide Work matrix
- Accompanying the student on trips / 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:	