

## Teacher Aide Job Description 2020

<b>Name:</b>	
<b>Reports to:</b>	SENCO, DP Pastoral, Headmaster
<b>Working relationships:</b>	Teacher Aide Team, SACO, LSC, SENCO, RTLB,
<b>Tenure:</b>	Permanent
<b>Grade:</b>	Grade B-C, (Support Staff in Schools Collective Agreement)
<b>Hours of work:</b>	Term Time Only
<b>Allowances:</b>	Tiaki Allowance, only as required
<b>Purpose of the position:</b>	<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"> <li>• Monitor and observe students during lessons</li> <li>• Ensure the safety and well-being of students at all times.</li> <li>• Adapt and deliver classroom content 1-1 to individual students as requested.</li> <li>• Work independently, with clear accountability to deliver specific programmes to agreed standards, which includes planning tasks, resource preparation and activities.</li> <li>• Develop individual plans and resources for Literacy and Numeracy programmes.</li> <li>• Follow specific behaviour or learning programmes provided by LSC, RTLB, or other professionals, including adopting the support or management strategies identified.</li> <li>• Assist students to access and use digital learning mediums and assistive technology.</li> <li>• 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.</li> <li>• Implement behavioural programme as prescribed by LSC, RTLB, OT or other professional.</li> <li>• monitor for escalating student behaviours and diffuse these situations.</li> </ul>
Testing and data collection to support screening of specific learning difficulties requiring further support	<ul style="list-style-type: none"> <li>• Administer evidential screening tests for learning difficulties and contribute observations.</li> <li>• Evaluate student progress.</li> </ul>

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

### 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

**Declaration**

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	
<b>Signed:</b>	<hr/> <p style="text-align: center;"><i>Teacher Aide</i></p>