

Teacher Aide for Students Position Description



<p>Position: Teacher Aide Team: Learning Support Reporting to: Leader of Learning - Learning Support Responsible to: Deputy Principal</p> <p>KEY Objectives: To assist teachers with student learning</p> <p><i>Refer to Person Specification for Learning Support</i></p>	
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Key Tasks	Expected Outcomes
<p>Support identified students in the classroom:</p> <ul style="list-style-type: none"> The Teacher Aide (TA) is expected to work in partnership with students, teachers, specialists and family/whanau <p>Support the teacher with Student Management:</p> <ul style="list-style-type: none"> The responsibility for student management lies with the classroom teacher 	<ul style="list-style-type: none"> Implement Learning programmes provided by teachers, RTLB, or other professionals, accurately and efficiently focusing on identified student learning goals Adapt learning material/experience to the needs of the student concerned Create resources to support student learning Involve student in general class activities Conduct one-to-one reading/assessments as directed by the classroom teacher or Leader of Learning - Learning Support Assist teachers with resources, classroom displays and administration associated with learning Be flexible when unexpected changes to the timetable have been made and redeployment is necessary Mark student work as required by the teacher Ensure the principles of Restorative Practice and agreed behaviour management strategies are evident Contribute to a safe learning environment Have available information to support formative assessment in a timely manner Keep records of student progress daily Communicate regularly with staff about progress of student learning as required Give appropriate feedback/reinforcement Direct student to remain focused on learning Identify any student relationship problems and refer to appropriate staff Ensure student has the correct materials and is ready for learning. Supply basic equipment if necessary and support student with their self-management skills

Student Wellbeing:

- *The TA contributes to a safe learning environment and follows school procedures*

Professional Practice:

- *The TA is expected to engage with professional learning and role model high standards of professionalism*

Health and Safety:

- All Staff have a responsibility to work towards ensuring that the school's health and safety policy is effective

- Ensure that all health requirements such as feeding, toileting and medication are met as per the agreed IEP
- Provide transport for student as agreed in the IEP and transporting policies of SHGC, if necessary
- Support students in a range of areas:
 - self-care, personal safety, mobility and medication, outside the normal classroom
- Meet the needs of students as far as possible
- Refer to appropriate staff concerns about students

- Attend and contribute to IEP planning, when requested by the Leader of Learning - Learning Support or senior staff
- Be involved in the life of the school
- Take responsibility to improve your practice
- Take all reasonable steps to ensure your personal well-being and safety in the workplace
- Be aware of appropriate outside agency appointments for students and ensure school process is followed
- Meet with other TAs within school for consistency of practice and professional development/growth
- Be available for lunchtime/interval duties to support students who may need supervision at these times
- Attend and support students at whole school events: eg: Mass/liturgies, powhiri, Athletics, Swimming etc

- Take responsibility for personal safety and wellbeing
- Contribute to a culture of teamwork, respect and collegiality amongst staff that reflects the key objectives of this role in the organisation
- Contribute to a safe working and learning environment:
 - practising safe work methods,
 - proper use of safety equipment
 - active participation to eliminate and minimise workplace risks

The Teacher Aide provides other duties as assigned by the Leader of Learning - Learning Support.

Employment Details:

GRADE: x Step: x \$_____ per hour

Number of HOURS: x hours week

Number of WEEKS: 39 weeks per year

Hours worked DAILY: As negotiated with the Leader of Learning - Learning Support

Signed: _____ **Principal**

_____ **Teacher Aide**

Date _____

SPECIAL CONDITIONS:

Education is an ever-changing environment and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This job description will be reviewed annually during the appraisal process, and will be varied in the light of the needs of the school.

The job description sets out the main duties of the position at the date when it was drawn up. Such duties may vary from time to time, without changing the general character of the post, or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

In addition to supporting the **Catholic Character of the College**, the knowledge, skills and attributes required for organisational excellence, high quality educational outcomes and job performance include the following:

Knowledge the *Learning Support Assistant* must have proficient knowledge in and awareness of the following areas:

- general classroom/school administration: Microsoft Office/Google
- specific school management systems: KAMAR
- understanding and maintaining confidentiality concerning students
- daily operations of school functions

Skills the *Learning Support Assistant* must demonstrate the following skills:

- excellent interpersonal skills: initiate and sustain positive relationships
- team building skills: assist colleagues in a culture of excellence
- analytical and problem-solving skills: seek solutions, be resourceful
- decision making skills: be responsive and responsible for their work
- attention to detail and high level of accuracy: high quality outcomes
- effective organisational skills: be efficient, follow processes
- computer skills: operate spreadsheet and word processing programs and current appropriate technologies, in a google environment
- time management skills: meet deadlines, plan, prioritise
- strong literacy and numerical skills: communication and numeracy
- Demonstrate an appropriate level of self-confidence when performing assigned tasks
- Use appropriate language (written and oral) for the student
- Be receptive to constructive feedback
- Request assistance as needed

Personal Attributes the *Learning Support Assistant* must also demonstrate the following personal attributes:

- be honest and trustworthy and act with integrity
- be respectful
- show cultural awareness and sensitivity
- show initiative and be flexible
- demonstrate sound work ethics: punctuality, high quality outcomes
- take responsibility for personal safety and well-being in the workplace
- model a 'can do' positive attitude and contribute to organisational excellence in a professional manner

The *Learning Support Assistant* would normally attain the required knowledge and skills through completion of sector recognised qualifications and/or appropriate experience. Commitment to Professional Learning is expected. Engagement in a professional performance review process is required.