



## BOARD OF TRUSTEES

# JOB DESCRIPTION

**Job Description for:**

<b>Position:</b>	Teacher Aide
<b>General Objectives:</b>	School support in 2018
<b>Responsible to:</b>	Principal and Board of Trustees
<b>Term of Job Description:</b>	2018
<b>Hours of Employment:</b>	15 hours per week, 9.30am - 12.30pm, Term time only
<b>Employment Conditions:</b>	Support Staff in Schools Collective Agreement
<b>Pay Rate:</b>	per Support Staff in Schools Collective Agreement

OBJECTIVES:	KEY TASKS:
1. SPECIAL CHARACTER	<ul style="list-style-type: none"> <li>To work as a member of a team, contributing to the total purpose of the school.</li> <li>To be an appropriate role model for the students</li> <li>To adhere to the Christian special character of the school</li> </ul>
2. TO PROVIDE SUPPORT TO IDENTIFIED STUDENT/S	<ul style="list-style-type: none"> <li>Working one-on-one and in a specified small group as specified by teachers.</li> <li>Provide appropriate feedback/reinforcement that is consistent and meaningful to the student</li> <li>Assist in restorative practices for behavioural support where and when required.</li> </ul>
3. TO PROVIDE AIDE TO TEACHERS	<ul style="list-style-type: none"> <li>Check teachers plan daily for tasks and daily routines. If there is a free time this is when tasks such as returning books, fixing resources, etc can be completed – as advised by teacher.</li> <li>Help support teacher in their planned lesson</li> <li>Support student in their learning. Task must always be students work.</li> </ul>
4. SPORTS	<ul style="list-style-type: none"> <li>To help enrol, organise and monitor community team sports within the school.</li> <li>To help enrol and organise interschool sport days.</li> </ul>
5. GENERAL DUTIES	<ul style="list-style-type: none"> <li>Complete morning tea duty of care for students</li> <li>Participate and complete professional development when required.</li> <li>Attend some staff meetings when requested.</li> </ul>
6. OTHER DUTIES	<ul style="list-style-type: none"> <li>To undertake any other duties from time to time as directed by the Principal</li> </ul>

**General:** Each Teacher Aide will:

- preserve confidentiality;
- display patience, understanding and discretion;
- abide by the Special Character of the school

The job description is the basis for an appraisal carried out each year with a senior staff member.

Signed: \_\_\_\_\_ Lanea Strickland, Principal

\_\_\_\_\_ Teacher Aide

\_\_\_\_\_ Date

**Teacher Aide Key Competencies**

Professional Requirements

- Maintain confidentiality, except where holding information is likely to be harmful to the student.
- Be flexible, for example work where the teacher requires so that at times the teacher can work with specific students.
- Work in partnership with students, teachers, specialists and family.
- Work effectively as a team member

- Be well prepared

#### Interpersonal Skills

- Communicate honestly, clearly, accurately, coherently and concisely.
- Maintain appropriate relationships
- Be sensitive to the cultural values of the student and family
- Demonstrate an appropriate level of self confidence when performing assigned tasks
- Use appropriate language (written and oral) for the student
- Be receptive to constructive criticism
- Request assistance as needed
- Actively participate in formal supervision process

#### Personal Qualities

- Manage time effectively
- Meet time lines
- Respect and maintain confidentiality
- Evaluate own performance
- Recognise limitations and perform within the boundaries of training and responsibility

#### Technical Skills

- Maintain a facilitating environment
- Organises workspace effectively
- Prepares & presents appropriate materials effectively
- Use materials that are age and culturally appropriate as well as motivating