



BOARD OF TRUSTEES

JOB DESCRIPTION

Job Description for:

Position:	Teacher Aide
General Objectives:	School support in 2021 for Student Achievement - Senior Tuakana Class
Responsible to:	Principal and Board of Trustees
Term of Job Description:	2021
Hours of Employment:	10 hours per week, Mon - Fri 9am - 11am, Term time only
Employment Conditions:	Support Staff in Schools Collective Agreement
Pay Rate:	Grade A, Step 1, \$21.78

OBJECTIVES:	KEY TASKS:
<ul style="list-style-type: none"> SPECIAL CHARACTER 	<ul style="list-style-type: none"> To work as a member of a team, contributing to the total purpose of the school. To be an appropriate role model for the students To adhere to the Christian special character of the school
<ul style="list-style-type: none"> TO PROVIDE SUPPORT TO IDENTIFIED STUDENT/S TO SUPPORT AND RAISE STUDENT ACHIEVEMENT 	<ul style="list-style-type: none"> Working one-on-one or in a specified small group on learning intentions as directed by the classroom teacher. Provide appropriate feedback/reinforcement that is consistent and meaningful to the student Assist in restorative practices for behavioural support where and when required. Organise and prepare resources to run groupings efficiently and effectively when required. Where possible keep record of progress of students showing start and end results. Manage timings of groupings - regular and consistent is key.
<ul style="list-style-type: none"> TO PROVIDE AIDE TO TEACHERS 	<ul style="list-style-type: none"> Help and support classroom teacher in their planned lesson Support student in their learning. Task must always be students work.
<ul style="list-style-type: none"> GENERAL DUTIES 	<ul style="list-style-type: none"> Complete photocopying, class administrative work when requested. Participate and complete professional development when required. Attend some staff meetings when requested.
<ul style="list-style-type: none"> OTHER DUTIES 	<ul style="list-style-type: none"> To undertake any other duties from time to time as directed by the Principal

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