



**Role Description:** **Teacher Aide (27.5 hours a week)**

---

**Reports to:** Head of Learning Support  
Homeroom Teacher

**Responsible to:** Deputy Principal  
Head of Learning Support

**Functional relationships with:** Students with learning needs and teachers in the classroom

**Purpose:**

The purpose of this position is to offer one-to-one support with identified students with learning needs and to support teachers in a classroom environment with small groups of students.

KEY TASKS	EXPECTED OUTCOMES
Special Character	<ul style="list-style-type: none"> <li>Promotes high quality relationships and the standards of behaviour and language appropriate to the Catholic Character of the College</li> <li>Attends appropriate liturgies.</li> </ul>
Teaching Strategies	<ul style="list-style-type: none"> <li>Work with students with learning assistance needs.</li> <li>To maximise students involvement by promoting the development of independence, self esteem and self confidence in the students.</li> <li>To act in a professional manner at all time in the management and pastoral care of the students.</li> <li>To provide teaching support in a safe environment, delivered in a way that develops individual responsibility.</li> </ul>
Student Support	<ul style="list-style-type: none"> <li>To work alongside MOE and Sancta Maria College to help implement the intervention strategies developed for a high need student.</li> <li>To monitor the student in playground by setting up some constructive play or lunchtime activities.</li> <li>To report back to Head of Learning Support on a daily basis.</li> <li>To co-sign off behaviour monitoring chart on a daily basis.</li> <li>To participate in restorative sessions.</li> </ul>
Classroom Management	<ul style="list-style-type: none"> <li>To create a safe and respectful learning environment.</li> </ul>
Relationships with the school.	<ul style="list-style-type: none"> <li>Establish and maintain effective working relationships with the staff.</li> <li>Contribute towards the effective functioning of the school operation, including the school's relationship with parents and the wider community.</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>Interest in students who have specific learning needs</li> <li>Have a warm, caring attitude.</li> <li>Sense of Humour</li> <li>Time management skills.</li> <li>Ability to work independently without supervision.</li> </ul>

Key Responsibilities	Tasks	Performance Criteria/Expected Results
<b>Teaching Strategies</b>	<ul style="list-style-type: none"> <li>• To maximise students involvement.</li> <li>• To promote the development of independence, self esteem and self confidence in students with learning and physical disabilities.</li> <li>• To act in a professional manner at all times; management and pastoral care of special education students.</li> <li>• To provide teaching support in a safe environment, delivered in a way that develops individual responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>• To use a variety of teaching support strategies.</li> <li>• Endorse class teacher's lesson plan with an individual student/small groups.</li> <li>• Students understand objectives of work.</li> <li>• Skills relevant to subject.</li> <li>• Work at the appropriate level.</li> <li>• Up-to-date records of achievement kept.</li> <li>• Clear expectations of work given</li> <li>• Provide 1:1 assistance with Reading comprehension and interpretation of texts.</li> <li>• Understanding and application of basic mathematic principles in accordance with the NZ Curriculum .</li> </ul>
<b>Student Support</b>	<ul style="list-style-type: none"> <li>• Implement the intervention strategies developed for a high need student.</li> <li>• Motivate Students</li> </ul>	<ul style="list-style-type: none"> <li>• Voice is used to create interest.</li> <li>• Learning environment is positive.</li> <li>• Praise and encouragement are used – positive reinforcement.</li> <li>• Presence creates interest &amp; enthusiasm.</li> <li>• Range of activities are used.</li> </ul>
<b>Classroom Management</b>	<ul style="list-style-type: none"> <li>• Create a safe and respectful learning environment</li> </ul>	<ul style="list-style-type: none"> <li>• Positive learning environment – neat and clean.</li> <li>• Clear boundaries and routines in place – students aware of consequences.</li> <li>• Inappropriate behaviours discouraged.</li> <li>• All students treated equally – fairness.</li> <li>• Ethnic sensitivity.</li> <li>• Good rapport between students.</li> <li>• Observant of what is happening in the classroom.</li> <li>• Punctual to class.</li> <li>• Supports class teacher in all strategies in the classroom.</li> </ul>
<b>Relationships with the School</b>	<p>The teacher aide shall:</p> <ul style="list-style-type: none"> <li>• Establish and maintain effective working relationships with the staff of the school.</li> <li>• Contribute towards the effective functioning of the total school operation, including the school's relationship with the parents and the wider community.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to share information and ideas</li> <li>• Able to work co-operatively and supportively with other staff.</li> <li>• Positive relationships with parents are established.</li> <li>• School policy requirements are met.</li> <li>• Participates in agreed activities.</li> </ul>

**Limitations of Authority**

*Changes to procedures or routines must receive prior approval from the Principal. The Principal may make changes at any time in consultation with yourself, Head of Learning Support and the Business Manager.*

**Hours of work:**

This is a part time position with 27.5 hours per week. Hours of work: 9.00am – 3.00pm daily. Term-Time Only.

*Teacher Aide hours are calculated on the value of funding generated to the Learning Support Department from the Ministry of Education through ORRS, Special Education Grant and RTLB Funding. It is therefore necessary to continually review hours of work based on funding received for the number of eligible students. Confirmation of hours will be notified at the end of each fixed term period*

**Rate of Pay:**

Employment conditions are in accordance with the Support Staff in Schools Collective Agreement: Grade B: Step 4 \$17.45 per hour (negotiable based on experience).

<b>Role Description:</b>	<b>Teacher Aide</b>	
<b>Reviewed:</b>	August 2017	Louise Moore, Principal
	..... <i>Louise Moore</i> <b>Principal</b>	..... Date