

Job Description Teacher Aide Learning Centre (Grade B)



Please refer to Clause 3.5 Job descriptions of the [Support Staff Collective Agreement](#)

Position Title	Teacher Aide (Grade B)
Reports to	Head of Department – Learning Centre
Working Relationships	Learning Centre students, parents & caregivers, Supporting agencies & other learning Centre staff.

Employment Status: Part time 23 hours per week Monday to Friday – Term time only. Not required on teacher only days

Purpose of the position

To support identified student(s) in one-to-one learning to help build student skills

Key Responsibilities	Appraisal Indicators
In Class Support	Demonstrating that specific needs of Students are met.
One on one support	Participate, maintain and communicate with teaching staff.
Monitoring & Mentoring Progress of student(s)	Liaise, advise and consult with members of the supporting team.

Tasks and Duties

In Class Support - Working with student on programme provided, under the direction of the teacher. - Assist the teacher with social development of Student(s) as required. - Assist in classroom by utilising special resources a directed by the teacher. - Other duties as required by classroom teachers.
One on One Support - Provide support to student by planning, implementing strategies and programmes. - Assist student by utilising specialist resources as required. - Support student with SAC's - Attend to the specific health, medical & safety needs of the student as required. - Support students where possible to participate in school and out of school activities. - Provide appropriate feedback that is consistent & meaningful to the student.
Monitoring & Mentoring Progress of student - Assess and keep records of student(s) progress. - Communicate regularly with the relevant people & agencies on the student(s) progress. - Check and Connect with Identified students on a regular basis.

General Responsibilities

Health & Safety & Wellbeing

- Understanding and honouring the Tiriti o Waitangi in all actions and decision making, relating to partnership, participation and protection.
- Take responsibility for personal safety & wellbeing
- Contribute to a culture of teamwork, respect and collegiality amongst staff
- Contribute to a safe working & learning environment
 - Practicing safe work methods
 - Proper use of safety equipment

Declaration:

Approved by:	
Date approved:	
Appointee:	
Date:	
Reviewed By/Date:	