

Job Description Grade B – Teacher Aide Special Needs



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

Position Title	Teacher Aide – Special Needs (Grade B)
Reports to	Head of Department - Special Needs
Working Relationships	Special Needs Students, Parents & Caregivers, Supporting Agencies & other Special Needs Staff

Employment Status: Part-time 29 hours per week – term time only

Purpose of the position

To support the class teacher to meet the needs of individual students with special needs. These students will have an Individual Education Plan (IEP) to meet their learning needs.

Key Responsibilities	Appraisal Indicators
Supporting the student	An understanding of the specific needs to the student
Supporting the teacher	Participate, maintain and communicate with teaching staff
Supporting the school	Liaise, advise and consult with members of the supporting team

Tasks & Duties

<p>Supporting the student</p> <ul style="list-style-type: none"> • Ensure that the daily objectives of the IEP are being met in consultation with the class teacher and the Head of Department. • Develop an understanding of the specific needs of the student. <ul style="list-style-type: none"> ➤ clarifying and explaining instructions ➤ ensuring that the student can use equipment and materials provided ➤ motivating and encouraging as required ➤ helping students concentrate on and finish work ➤ meet physical needs as required whilst encouraging independence ➤ establish a supportive relationship with the student and teacher concerned ➤ encourage acceptance and integration of the student with special needs ➤ promote and reinforce student’s self-esteem ➤ not do for the student anything that they can do for themselves

- maintain confidentiality about the student, their families, their class and the school
- supporting the students in work experience placements

Supporting the teacher

- To support, the class teacher (and other professionals as appropriate), in the development of a suitable programme.
- Participate in the evaluation of the support programme.
- Maintain confidentiality about the other students in the class and class programme.
- Follow the programme set out by the class teacher and the teacher’s specific instructions.
- Communicate regularly with the class teacher – provide regular feedback.
- Assist in preparing, organising, or making appropriate resources.
- Implement class strategies for management of behavior using the same emphasis and techniques as the teacher.
- Assist teachers with cleaning up after lessons and tidying rooms as required

Supporting the school

- Liaise, advise, and consult with other members of the support team supporting the student when asked to do so, for example, at IEP meetings
- Contribute to the review of the student’s progress.
- Attend relevant in-service training & keep up professional reading.
- Be aware of & follow the school’s procedures. Keep informed of school events.
- All queries from parents / caregivers are redirected to the class teacher in the first instance.

General Responsibilities

Health & Safety & Wellbeing

- 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
 - Active participation to eliminate & minimise workplace risks

Declaration:

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