



TE KURA O TE TAUAWA HALSWELL SCHOOL

Learning To Thrive

Support Staff Job Description 2023

Name	
Position Title	Teacher Aide
Responsible to	Board of Trustees, Principal, AP (SENCO), Team Leaders
Functional Relationships	Teaching staff, support staff, students, external agencies, parents
Conditions of work	As per the current Support Staff Collective Agreement Grade B/C
Position statement	<p>The key purpose of this position is to provide high-quality support and assistance for student learning, behaviour and well-being that aligns with our Vision for Teaching and Learning.</p> <p>All of our staff to model our core values (whanaungatanga, kotahitanga, manaakitanga, kaitiakitanga and manawanuitanga) in all their actions as and in relation to the Living Our Values staff matrix.</p> <p>Our staff are also required to work collaboratively in a modern learning environment.</p>

Key Task	Indicators
Student Learning	<ul style="list-style-type: none"> • Work with students one-on-one and in small groups on learning tasks in both • in-class and withdrawal settings • Keep the student(s) as the focus in your work • Work towards IEP goals where appropriate • Support students and teachers by maintaining class routines and teacher • guidelines and / or planning • Support the delivery of curriculum in the class e.g. making resources • Assist with teaching and assessment activities as directed by the teacher
Student support (e.g. well being, health, behaviour)	<ul style="list-style-type: none"> • Work towards IEP goals where appropriate • Maintain safe and appropriate professional assistance with students e.g. toileting, feeding, physical movement. • Keep all records updated • Use and maintain equipment appropriately • Monitor student wellbeing • Encourage student independence at all times

Relationship Building	<ul style="list-style-type: none"> ● Maintain a professional relationship with all staff ● Work collaboratively in a shared space with the other Learning Centre team members ● Encourage student empowerment and ownership of learning through interactions and regular feedback
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	<ul style="list-style-type: none"> ● Establish positive relationships with parents ● Meet the school's expectations and requirements in relation to student care and student well-being
Professional Learning	<ul style="list-style-type: none"> ● Be receptive to participating in ongoing training as approved by the Principal ● Undertake self-appraisal and participate fully in the Professional Growth Cycle for Teacher Aides within the school.
Communication	<ul style="list-style-type: none"> ● Liaise with and share information with other staff as needed ● Contribute to IEPs where relevant
General	<ul style="list-style-type: none"> ● Correctly follow and adhere to the policies and procedures contained on the Halswell SchoolDocs site.

Date completed:

Signed

Teacher

Principal