

HORNBY HIGH SCHOOL

JOB DESCRIPTION

TEACHER AIDE

RESPONSIBLE TO: Principal

FUNCTIONAL RELATIONSHIPS WITH: Deputy Principals, HOD Supported Learning, Deans, Classroom Teachers, Executive Officer

Remuneration - NZEI Support Staff in Schools Collective Agreement

PRIMARY OBJECTIVES:

- 1.To provide support for identified students in classes, and for their teachers.
- 2.To provide support for identified students outside the classroom where necessary.
- 3.To help in managing and maintaining equipment and resources for the identified students to access the curriculum.
- 4.To advocate for and support identified students with special needs.
- 5.To provide caring, professional support to identified students with special needs to enable them to develop their learning and greater confidence, self esteem, and independence.

Reaching these objectives will involve the following tasks:

KEY TASKS	RESULTS
Identified students will be supported in mainstream classrooms, and where appropriate, beyond the classroom	Students will be supported, based on their special needs, to access the curriculum Students safety in physically challenging environments will be maintained Students will be kept on task and focussed on the learning tasks at hand Where and when appropriate, the teacher aide will function as reader and/or writer Students will be assisted to meet IEP goals
Establish and maintain positive relationships with students and staff	Staff will role model good manners and a professional approach in all relationships Students will cooperate and work positively with staff and other students All staff will relate to each other positively, and aim to work as a team
Liaise with HOD teachers and other appropriate people	Appropriate support, based on student need and IEP goals, will be put in place Information re student progress and needs will be passed to the appropriate people Professional issues/difficulties will be resolved

	Liaise with parents of students when required Attend and contribute to IEP meetings
Appropriate resources and equipment will be sourced or prepared for students	Teachers will be supported to provide appropriate classroom materials and resources Students special needs will be catered for to assist them to access the curriculum
Advocate for and support identified students with special needs	Students' special needs will be positively promoted in the whole school environment and with the entire school community
Provide caring, professional support to identified students to promote their learning, confidence, self esteem, and independence	Students will access learning to meet their potential Students will feel positive and supported A good relationship will exist between teacher aide and student The self-efficacy and independence of students will be promoted Behavioural expectations will be enforced Social skills will be actively taught and encouraged
To undertake Other tasks as requested By the HoD Learning Support /Deputy Principal or the Executive Officer	

Reporting: Regular meetings with HOD Supported Learning and /or Deputy Principal

Limits of Authority: Any alteration to established programmes and patterns of working must occur only after consultation with HoD Learning Support

Job Description A **B** C D (circle relevant to position)

I accept the terms of the job description –

Signed: _____

Date: _____

Print Name : _____