

JOB DESCRIPTION

SAMPLE JOB DESCRIPTION

NAME

FACULTY OF LEARNING SUPPORT

TEACHER AIDE (GRADE B)

(Please provide the following information where applicable)

Teacher Registration Number: _____
(if applicable)

Type: Full / Provisional / Subject to Confirmation
(please circle one option)

Practising Certificate: _____
(if applicable - please give expiry date)

Bargaining Agent: NZEI / SELF *(please circle one)*

Starting Salary Step: \$17.18 per hour (Grade B, Step 4) **Salary Review Date:**

KEY TASKS		EXPECTED OUTCOMES
1	Assist in the education and motivation of students with special needs in mainstream and the Faculty of Learning Support.	<ul style="list-style-type: none"> • Skills training activities on specific tasks given. • Running records kept and other routine testing of students carried out. • Engage students positively in learning. • Establish and maintain expectations which value and promote learning.
2	Work in a professional manner and uphold the Long Bay College school policy.	<ul style="list-style-type: none"> • Working in a professional manner according to the Long Bay College staff manual.
3	Work with individual students and with small groups to meet their academic, behavioural and social needs.	<ul style="list-style-type: none"> • With guidance, individuals and small groups worked with on independent tasks.
4	Facilitate the teaching of students in collaboration with Head of Faculty and teacher/s.	<ul style="list-style-type: none"> • Feedback to teachers and Head of the Faculty of Learning Support on student needs. • Contribution of observations, ideas and suggestions to Head of the Faculty of Learning Support and/or class teachers on students, materials and programmes. • Attend IEP meetings as required. • Co-operate with teaching staff in the delivery and modification of programmes to meet student needs.
5	Participate in relevant training, staff and Faculty meetings.	<ul style="list-style-type: none"> • Attend training and meetings as applicable.
6	Have input in the development and implementation of IEPs.	<ul style="list-style-type: none"> • Attend IEP meetings where applicable and contribution of observations.
7	Have good communication skills as required in order to facilitate with students, teachers and members of various disciplinary teams.	<ul style="list-style-type: none"> • Share appropriate information with relevant parties.

8	Demonstrate support for and cooperation with colleagues.	<ul style="list-style-type: none"> Share opinions, ideas and information. Work co-operatively and supportively with other staff. Attend and contribute to Faculty of Learning Support meetings. Work as an efficient team member on jobs allocated in agreement with Head of the Faculty of Learning Support.
9	Assist teacher/s to implement behaviour modification programmes as required.	<ul style="list-style-type: none"> Implement and report back on programmes designed by Senior Management Team/RTLB/Head of Faculty/Directors of Learning.
10	Where required, participate in school activities related to the Learning Support students.	<ul style="list-style-type: none"> Attend Faculty trips or support Learning Support students on mainstream trips deemed appropriate by Head of the Faculty of Learning Support.
11	Be involved in personal professional development and the annual appraisal cycle.	<ul style="list-style-type: none"> Attend in-service courses and other professional development opportunities. Personal goals are established and reviewed annually. A commitment to annual staff appraisal.
12	Supervise the safety of students during class and break times.	<ul style="list-style-type: none"> As scheduled by Head of the Faculty of Learning Support. Perform tasks as outlined in IEP meeting.
13	Assist with the specific Health and Medical needs of student/s as required by a medical professional. This may include: <ul style="list-style-type: none"> Toilet and/or showering needs Monitoring changes in specific conditions Supervise feeding of student/s 	<ul style="list-style-type: none"> As outlined in IEP.
14	Other duties as required.	

OTHER RESPONSIBILITIES

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RESPONSIBLE TO:

Deputy Principal.

REPORTING TO:

Head of Faculty of Learning Support

WORKING MOST CLOSELY WITH:

Head of Faculty of Learning Support and class teachers.

PERSON SPECIFICATIONS:

- 1 An effective and competent teacher with the ability to deal with difficult students in non-confrontational ways.
- 2 Have the ability to work in a team with a common goal.
- 3 Have a high level of self-motivation coupled with flexibility.
- 4 Enjoy working with young people.
- 5 To be able to gain the confidence and respect of students in order to influence their behaviour.
- 6 To be a positive role model for students by:
 - a Maintaining personal standards of dress and presentation appropriate for a member of the teaching profession.
 - b Observing professional standards of behaviour at all times while at school or on school-related activities.
 - c Valuing excellence and personal achievement.
 - d Demonstrating a commitment to the welfare of others.

ACCOUNTABILITY and LEGAL REQUIREMENTS:

To participate in an annual performance management process, which will be designed to highlight personal strengths and achievements, identify any professional development needs and help focus on the key tasks and responsibilities required by this position.

A school authority (i.e. a state school or private school) ... may only permanently appoint a teacher who has either a current practising certificate, or a limited authority to teach issued by the Teacher Registration Board (s.120A, s.315), or has a satisfactory Police Vet check.

To treat all personal information about individual students and staff members in accord with the requirements of the Privacy Act 1993, and to respect confidences with sensitivity and discretion.

JOB DESCRIPTION APPROVED BY:

_____ Name _____ Principal Date: _____

NOTE: *This job description is intended to focus on the important tasks and responsibilities of a teacher aide. Other specific duties and responsibilities will be contained in a separate responsibilities job description. This is not intended to be a "straitjacket" which in any way limits the tasks and responsibilities to only those described above.*