

Senior Teacher Aide Job Description

The Teacher Aide will work in partnership with teachers and other professionals to promote the learning and welfare of students by providing practical and learning support to students throughout the school.

Position:	Teacher Aide
Responsible to:	Senior Leadership Team Head of Learning Support
Employed under:	Support Staff in Schools' Collective Agreement
Overall Objective:	To promote the inclusive ideals and vision of the school through working collaboratively with teachers and other professionals. To support the learning of those students that may require assistance with their learning, behaviour, emotional and/or physical needs.

Key Tasks	Expected Outcomes
<ol style="list-style-type: none"> 1. Provide support to identified students 	<ul style="list-style-type: none"> Support student inclusion in a one-on-one situation, for example, facilitating personal safety and self-management Work with small groups of students to support classroom learning in a tutoring environment Support teachers in the classroom to meet the needs of students in a variety of tasks for example literacy/numeracy groups/whole class support Provide special assessment conditions (SAC) for students where required ie reader/writer
<ol style="list-style-type: none"> 2. Maintain records and monitor the progress of students 	<ul style="list-style-type: none"> Report to classroom teachers regarding identified students' progress Contribute to IEP meetings where appropriate
<ol style="list-style-type: none"> 3. Support staff in their teaching roles 	<ul style="list-style-type: none"> Support staff with administration and preparation tasks for example photocopying, filing, food technician duties Source resources for teachers for extension and support work where necessary

Teacher Aide Key Competencies

Professional Requirements

- Maintain confidentiality, except where holding information is likely to be harmful to the student
- Be flexible, for example, work where the teacher requires so that at times the teacher can work with specific students
- Work in partnership with students, teachers, specialists and family.
- Work effectively as a team member
- Be well prepared

Interpersonal Skills

- Communicate honestly, clearly, accurately, coherently and concisely
- Maintain appropriate relationships
- Be sensitive to the cultural values of the student and family
- Demonstrate an appropriate level of self-confidence when performing assigned tasks
- Use appropriate language (written and oral) for the student
- Be receptive to constructive criticism
- Request assistance as needed
- Actively participate in the formal supervision process

Personal Qualities

- Manage time effectively
- Meet timelines
- Respect and maintain confidentiality
- Evaluate own performance
- Recognise limitations and perform within the boundaries of training and responsibility

Technical Skills

- Maintain a facilitating environment
- Organises workspace effectively
- Prepares & presents appropriate materials effectively
- Use materials that are age and culturally appropriate as well as motivating
- Embrace technology as part of the school's commitment to 21st Century Learning