



NELSON COLLEGE FOR GIRLS

Te Kura Tamawāhine o Whakatū

JOB DESCRIPTION

Kaiawhina | Teacher Aide

KEY OBJECTIVE: To support all learners to feel empowered and nurtured to enable them to confidently succeed.

REPORTS TO:

- Special Education Needs Co-ordinator (SENCO)

FUNCTIONAL RELATIONSHIPS:

- SENCO
- Classroom teachers
- Learning Support team
- Students

REMUNERATION:

- **Grade B of the Teacher Aide Matrix.**

SCOPE:

- Term time only – Fixed Term - hours dependent on on-going funding.

HOURS:

- 25 hours per week
- Monday – Friday between the hours 8.50am – 3.10pm

KEY RESPONSIBILITIES

Overarching Statement for Grade B

Core skills for all teacher aides will include: listening, patience, empathy, encouraging and resilience.

Additional skills at this level may include: active listening, calmness, tact.

1. Support student learning (General Support)

Teacher aide follows structured programmes but can make minor adaption and creates activities

- Works with individual students and small groups delivering a range of subjects and topics OR works more in-depth in a single or limited range of subjects.
- Will make minor adaptations to lesson plans and resources to ensure learning objectives are achieved and in response to individual student needs.
- Designs activities to supplement programmes.
- Supports inclusion in school and amongst peers and takes appropriate action to support students' wellbeing. Has more day-to-day independence although will have regular conversations with colleagues.
- Has occasional supervisory responsibility for other employees, parent help or volunteers. Uses a language other than English in daily conversations to provide assistance or respond to needs.
- Uses multi-cultural knowledge to guide students and colleagues or develop rapport.

2. Additional Support

Teacher aide directly supports students with specific health, behavioural and/or other needs

- Provides direct support for specific health, behavioural and/or other needs of student/s in order to enhance the student's ability to integrate, improve, be independent and participate more fully in the school.
 - Implements behavioural, physiotherapy, and/or occupational therapy programmes as prescribed by specialists.
 - Responsible for a range of physical care and will be required to ensure the students' dignity is maintained.
 - Precision in providing care and safe handling is required.
 - If responsible for behavioural needs students, must be constantly monitoring for escalating behaviours and try to diffuse these situations.
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3. Te Ao Maori

Supporting, guiding reo and tikanga

- Adapts and prepares te reo Māori resources and activities to support programmes.
 - Uses te reo Māori in daily conversations to provide assistance or respond to needs.
 - Supports teachers by guiding students and colleagues in tikanga on marae and during pōwhiri.
 - Participates in activities that encourage kaitiakitanga.
 - Supports and encourages the use of te reo in the classroom.
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4. Kaiawhina at Nelson College for Girls | General

To always follow and model the Nelson College for Girls PRIDE values in their professional work, relationships and interactions.

- Positivity: Participate actively and willingly in day-to-day life of the school and own professional learning.
 - Respect: Uphold the mana of all individuals, including oneself.
 - Integrity: Act with professionalism and maintain confidentiality.
 - Diversity: Give consideration to the belief, culture and background of all individuals.
 - Empathy: Show care and understanding to all individuals and being open to learning.
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5. Other

- Attend work meetings and actively participate when required.
- Develop positive and productive relationships with all students, staff, and the wider school community you may have dealings with relating to the students you support.
- Participate in the appraisal system.
- Embrace all opportunities of professional development.
- Undergo a police vet on employment, with a result satisfactory to the school and understand this will be carried out every three years.

ON APPOINTMENT

Employee: _____

Date: _____

Principal: _____

Date: _____