



Hutt Valley High School

Position Description

TEACHER AIDE

NAME OF EMPLOYEE:

RESPONSIBLE TO: HOD ESOL → Executive Officer → Principal

RESPONSIBILITIES:

- To provide supervision, task guidance and one-to-one assistance to students as directed by the HOD ESOL.
- Liaising with teaching staff and other teacher aides
- A Teacher Aide has the bigger picture of what is happening to the student during the day. Primarily, s/he is an advocate for the student.

KEY TASKS:

- To be in attendance at times specified.
- To consult closely with the subject teacher so that tasks are clearly understood and needs can be effectively attended to and carried out.
- To carry out monitoring tasks that may be delegated – observations etc.
- To monitor Correspondence School material and assist the student with it, completing evaluations as required.
- To maintain recording in daily log book of important and relevant aspects of a day, ensuring information gets to the parent/guardian.
- To supervise the pupil on occasions when s/he may be required to participate in activities outside that classroom as timetabled.
- To assist in maintaining good organization, particularly with resources used by the pupil.
- To be available for training on the job and off-site to enhance skills of working.
- To carry out such other tasks which, being within reason, may from time to time occur.
- To act with integrity and confidentiality regarding all aspects of the work.

The teacher aide should focus his/her attention on the student(s) during working hours but act to encourage the independence of the student concerned. This does not include doing the work for the student. It is not the Teacher Aide's role to question the content or classroom management of the teacher. Any problems should be discussed in the first instance with the teacher concerned outside the classroom. If there is still a concern, the matter should be discussed with the Teacher in Charge of ESOL.

CONDITIONS:

The conditions of work for this position are as outlined in the current Support Staff in Schools Collective Agreement on a scale according to the appointee's qualifications.