

Job Description – Teachers' Aide 2021



Responsible to	Special Education Needs Co-ordinator (SENCO)
Responsible for	Supporting students with moderate to high learning needs, under the guidance of teaching staff and the SENCO, to be fully included and supported to flourish at Mana College.
Mana College Vision	We want Mana College students to develop purposeful pathways and a strong foundation for their future choices. We want them to expect and experience success at school and beyond. Mana College students will be strong in their individual, family and cultural identity, will support one another and will be respectful and contributing members of our community.
Purpose of this Position	To work cooperatively with staff members and to contribute to positive staff relations within the school. To work as part of teaching teams in ways that ensure all students are included in the school community and are present, participating and enjoying success throughout the school day.
Overview	<p>The Teacher Aide role is varied and interesting and works:</p> <ul style="list-style-type: none">• under the direction of the SENCO• in cooperation with teachers in different classroom environments in order to meet a variety of learning needs across the class• in culturally responsive ways. <p>Students may learn within various school/community settings:</p> <ul style="list-style-type: none">• programmes based within a specialist setting• programmes provided for in a regular school setting• students may also be learning in the community, outside the school environment. <p>The teacher aide is expected to support the teaching and learning environment(s) across all these settings.</p>

Key Dimensions: <i>Educationally powerful connections and relationships</i>		
Key Tasks	Outcomes	Indicators
Work as part of collaborative teaching teams.	<ul style="list-style-type: none"> Preparation of resources that provide access to the curriculum for learners of all abilities (with teacher guidance). Work with individual students, with small groups and occasionally with larger groups (to allow the teacher to work with individual students and small groups) to meet the academic, physical, behavioural and social objectives as directed by the teacher. Assist students to participate fully and safely in classroom activities. Assist with the implementation of individual behaviour management, safety and other plans and in general adopt a Positive Behaviour for Learning (PB4L) approach when working with students. 	<ul style="list-style-type: none"> Positive relationships are established between teachers and teachers' aides and learning conversations take place regularly. Positive learning relationships are established with students. PB4L points are awarded to students and recorded.
Communicate in a variety of ways.	<ul style="list-style-type: none"> Information is communicated clearly and simply using a variety of methods including visual language, speech, writing, body language and students' communication devices/preferences where appropriate. Department meeting minutes, student plans and trip information is read and kept securely. 	<ul style="list-style-type: none"> The staff member is up to date with plans and timetables and feels confident about their day. Questions are asked when something is unclear. The staff member regularly uses a range of communication methods with students and contributes positively to discussions with colleagues in and out of meetings.

	<ul style="list-style-type: none"> Private and confidential information is kept private and confidential. Ongoing discussions with classroom teachers regarding the provision of appropriate learning support for students in classes. 	
Maintain day to day classroom structures and routines.	<ul style="list-style-type: none"> Students are assisted to transition throughout the school day with increasing independence. 	<ul style="list-style-type: none"> Teacher Aide understands the timetable and where to look for the day's routines. There are regular conversations with students throughout the day to prepare them for transitions between lessons and activities.
Goal setting and record keeping.	<ul style="list-style-type: none"> Contribute, under the guidance of the SENCO, to the writing of individual goals, student reports and assessment. Collecting evidence of learning, monitor and comment on student achievement as outlined in Individual Educational Planning documents. 	<ul style="list-style-type: none"> Good records are kept of student learning and achievement. Photographic evidence of student learning is collected. The staff member contributes to regular discussions in department meetings and other forums around student progress.
Support students to participate in EOTC activities.	<ul style="list-style-type: none"> Support students to participate in a wide range of sports and cultural activities within and outside the College. A full license and confidence driving 12 seater school vans (automatic) is an advantage in this area. 	<ul style="list-style-type: none"> Students are supported to enjoy a variety of sports and outdoor activities safely. All safety plans are understood and adhered to.
Undertake professional development & learning.	<ul style="list-style-type: none"> Participate in relevant in-service training, professional development and staff meetings. 	<ul style="list-style-type: none"> Positive contributions to weekly staff meetings. Participate in staff only days.

		<ul style="list-style-type: none"> • Identify PLD opportunities throughout the year. • Complete an appraisal with the SENCO.
Support students with their personal care routines.	<ul style="list-style-type: none"> • Provide support to students when toileting and changing as required adhering to school safety policies and plans. 	<ul style="list-style-type: none"> • Personal care support is provided to students professionally and always in a way that maintains their dignity and preserves their privacy.
There may be other duties that are consistent with your Grade and are agreed between yourself and the SENCO.		

Hours of Work:

As detailed in your letter of offer with times agreed with the SENCO.

Terms & Conditions of Work:

As provided for in the NZ Support Staff Collective Employment Agreement.