



## Northcote College Teacher Aide Job Description

Name:

Date:

Position Title	Teacher Aide
Reports to	HOD Learning Support
Working Relationships	External: RTLB, MOE, Internal: Principal and Senior Leadership Team, Deans, TIC C8, Learning Support Coordinators

**Employment Status:**                      hours

**Purpose of the position:** To assist teachers with student learning

The Northcote College values: Respect for self; Respect for others; and Respect for the environment, underpin the actions of all school staff. Building effective positive relationships and communicating effectively with students and colleagues is critical to the role of all staff.

The Northcote College Teacher Aide:

- is expected to build trusting, respectful and friendly relationships with students to make them feel valued in the school environment.
- will work with students to help them become well-rounded individuals, assist them to improve social skills to help them build positive, effective relationships with others.
- in order to provide tailored support, will actively listen to assigned students and take the time to learn their motivators, interests, cultures backgrounds and personalities
- will follow school health and safety procedures contributing to a safe working and learning environment
- will engage with professional learning and model high standards of professionalism
- will maintain the appropriate level of confidentiality and be sensitive to the feelings of students
- contribute to the effective functioning of the school by contributing positively to the culture of teamwork, respect and collegiality

Teacher Aides work in partnership with students, teachers, family/whanau and specialist agencies providing support to teachers in classrooms, whether in mainstream, satellite or special education school classes. This ranges from roving around the class and assisting any student who needs help to providing targeted assistance for assigned students with additional support needs. These activities can be teacher-directed or based on the Teacher Aides own initiative as agreed with the Head of Department. Teacher Aides also work with other colleagues such as SENCOs and Heads of Departments to perform these activities. Teacher Aides may deliver programmes in the presence of a teacher or, in some cases, unsupervised.



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At Northcote College, Teacher Aides are expected to assist students to care for themselves with a view to independence as appropriate – collaborating with students rather than doing things for them; continually encouraging students to develop and gain independence.

	Key Tasks	Examples/Possible evidence/Notes
<b>Assist with curriculum delivery</b>  <i>Teacher Aides focus on students holistically, not only supporting their learning but also helping and encouraging them to develop life skills that enable them to become individuals who form good social relationships, feel confident in their own identity, are actively part of their communities, care for the world around them and become lifelong learners. A Teacher Aide will contribute to the development of student agency by recognising and celebrating success at all levels.</i>	Follow the teacher's pedagogical approach Support the teacher to deliver lessons to the class Reinforce the lesson to support student learning Scaffold instructions to aid understanding Ask questions to check student understanding of the lesson Support the use and integration of assistive technologies in the classroom Assist with group and one to one learning in the classroom or withdraw students as required Work with the wider class so the teacher can work with smaller groups or individual students Support student led learning programmes Work with students outside of the lesson to help them to get up to date if they have been absent or fallen behind in their work Take students to the Library to source resource material for set tasks	
<b>Support the learning and management of students in classroom settings</b>	Create a calm and positive learning environment Direct any issues or discussion about a student's learning to the teacher Use body language and tone of voice to communicate classroom expectations Monitor how students are working and help to ensure they stay engaged and on-task Use positive reinforcement techniques to encourage good behaviour in class Support teachers across subjects to maintain a consistent approach to student behaviour Share general school information, including reminders and absence details	
<b>Monitor student progress</b>	Identify when students are struggling with their learning Communicate student progress and achievements to the teacher/SENCO	



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<b>Resources and activities</b>	<p>Assist with classroom/school displays Organise and set up class activities Develop activities</p> <p>Research resources and activities Prepare, procure and/or create resources Adapt resources and activities to suit individual student needs</p>	
<b>Assist the teacher with planning</b>	<p>Communicate student learning needs and approaches to support them</p> <p>Collaborate with the teacher to adapt lesson programmes/opportunities for assigned student(s)</p>	
<b>Assist with transitions</b>	<p>Assist students to transition in and out of the school environment</p> <p>Assist students to feel comfortable with school routines and transition successfully between classrooms and activities Together with teaching staff, reassure parents and make them happy to leave their child in the care of the school</p>	
<b>IEP, IBP, IWS, CLP and CAP</b>	<p>Implement recommendations from IEP, IBP, IWS, CLP, CAP</p> <p>Use knowledge of individual student(s) to plan and adapt the day's structure, learning level and pace to suit the student while working toward learning goals</p> <p>Participate in IEP, IBP, IWS, CLP and CAP meetings as required</p> <p>Contribute information to support funding applications for students with an IEP, IBP, IWS, CLP or CAP</p>	
<b>Deliver Learning programmes to students (eg: SPEC, STEPS etc.)</b>	<p>Deliver and/or adapt predesigned programmes that support the core curriculum</p> <p>Adapt or create resources and activities to use in programmes, tailoring them to suit individual students and/or small groups Assess students and progress them as laid out in the programme</p> <p>Deliver and/or adapt programmes provided by specialists to specific student(s)</p> <p>Deliver programmes that focus on developing students' life skills</p>	



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<b>Support programme delivery</b>	<p>Supervise and assist students during programmes</p> <p>Supervise older students to assist younger students in programmes</p> <p>Feed back to and collaborate with the teacher about student learning needs within programmes</p>	
<b>Facilitate Student assessment</b>	<p>Administer and/or mark tests</p> <p>Collate and carry out data entry of results Support students in preparation for assessments</p> <p>Act as a reader writer as required Identify students who may require SAC</p>	
<b>Support inclusion in school and among peers</b>	<p>Help students to access and participate in classroom activities and lessons</p> <p>Subtly incorporate special education needs support for specific student(s) into the wider classroom</p> <p>Identify and facilitate opportunities for mainstream inclusion</p> <p>Ensure classrooms are physically safe and accessible</p> <p>Support social inclusion among peers Help students to build social skills</p> <p>Encourage students' social independence among peers by facilitating interactions between assigned students and their peers Take action to make social interactions between students successful including addressing behaviour by other students that does not promote inclusion (either directly or indirectly or by informing other staff) Provide support for students in a way that maintains their dignity with their peers</p>	
<b>Support students' core needs</b>	<p>Ensure health requirements such as eating, drinking, toileting and medication are met Provide, repair or wash students' clothing as necessary</p> <p>Support students in a range of personal wellbeing areas: self-care, personal safety, mobility, transport</p>	
<b>Liaise with specialists and external agencies</b>	<p>Work with specialists and external agencies to receive advice, training and resources Communicate feedback about student progress, maintaining records as appropriate</p>	



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<b>Manage challenging behaviour and behavioural issues</b>	<p>Follow the school's behaviour management policies</p> <p>Participate in the use of IEP and agreed strategies</p> <p>Apply a variety of behaviour techniques with students</p> <p>Understand students' body language cues and triggers in order to pre-empt and defuse escalating negative behaviour</p> <p>Assist students to develop behaviours that improve self-management</p> <p>Communicate with teachers about assigned students' moods and behaviour</p> <p>Take responsibility for own and others' actions and safety when responding to a behavioural incident</p>	
<b>Provide care and support for medical conditions</b>	<p>Monitor students' health conditions</p> <p>Participate in training and professional development regarding the care and support of health conditions</p> <p>Supervise students with health care needs</p> <p>Support students to access medical care including attending students' medical appointments to provide support as required</p> <p>Support students to access and take medication</p> <p>Under direction of medical professionals administer medication and medical care</p> <p>Assist students to use specialised medical equipment and aids</p> <p>Take the appropriate action to respond to students' medical emergencies</p> <p>Maintain accurate records and documentation as appropriate</p> <p>Communicate health and wellbeing information to professionals and parents as required</p>	
<b>Assist with daily personal care</b>	<p>Provide assistance with toileting as required</p> <p>Provide assistance with menstruation as required</p> <p>Provide assistance with personal grooming as required</p>	
<b>Support students' EOTC, trips and events</b>	<p>Supervise students and/or assist during EOTC activities, trips and events</p> <p>Transport students to activities trips and events following school procedures</p> <p>Provide administrative support for EOTC activities, trips and events</p> <p>Assist students to attend and participate in co-curricular activities and clubs within school time</p>	



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<b>Work with colleagues</b>	<p>Attend meetings as required Participate in school-based Professional Learning Group(s)</p> <p>Participate in meetings to discuss and make decisions about students' needs</p> <p>Share information with colleagues as appropriate to ensure everyone is kept up to date</p> <p>Work as a team to provide mutual support</p>	
<b>Build and share expertise</b>	<p>Actively seek advice and feedback from colleagues</p> <p>Identify professional development needs Participate in professional development and specialized training</p>	
<b>Contribute to the effective running of the school</b>  <i>Teacher Aides provide a range of support to schools beyond their core student-focused work, helping to keep the entire school running smoothly and successfully.</i>	<p>Ensure that the classroom and other areas of the school are kept clean and tidy</p> <p>Ensure resources are organised and maintained</p> <p>Assist with rubbish and recycling Clean up toilet accidents as required Sort and return lost property</p> <p>Communicate regularly and positively with staff as required</p>	
<b>Health &amp; Safety</b>	<p>Take responsibility for personal safety and wellbeing by practicing safe work methods and proper use of safety equipment Actively participate to eliminate and minimise workplace risks</p>	
<div> <div>Grade B</div> <div> <p><b>Teacher aide follows structured programmes but can make minor adaption and creates activities</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Will make minor adaptations to lesson plans and resources to ensure learning objectives are achieved and in response to individual student needs.</li> <li>• Designs activities to supplement programmes.</li> <li>• Supports inclusion in school and amongst peers and takes appropriate action to support students' wellbeing.</li> <li>• Has more day-to-day independence although will have regular conversations with colleagues.</li> <li>• Has occasional supervisory responsibility for other employees, parent help or volunteers.</li> <li>• Uses a language other than English in daily conversations to provide assistance or respond to needs.</li> <li>• Uses multi-cultural knowledge to guide students and colleagues or develop rapport.</li> </ul> </div> <div> <p><b>Teacher aide directly supports students with specific health, behavioural and/or other needs</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Implements behavioural, physiotherapy, and/or occupational therapy programmes as prescribed by specialists.</li> <li>• Responsible for a range of physical care and will be required to ensure the students' dignity is maintained.</li> <li>• Precision in providing care and safe handling is required.</li> <li>• If responsible for behavioural needs students, must be constantly monitoring for escalating behaviours and diffuse these situations.</li> </ul> </div> <div> <p><b>Supporting, guiding reo and tikanga</b></p> <ul style="list-style-type: none"> <li>• Adapts and prepares te reo Māori resources and activities to support programmes.</li> <li>• Uses te reo Māori in daily conversations to provide assistance or respond to needs.</li> <li>• Supports teachers by guiding students and colleagues in tikanga on marae and during pōwhiri.</li> <li>• Participates in activities that encourage kaitiakitanga.</li> <li>• Supports and encourages the use of te reo in the classroom.</li> </ul> </div> </div> <p><b>Additional skills at this level may include: active listening, calmness, tact.</b></p>		



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**Footnote:**

Education is an ever-changing environment and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and accountabilities of the job, each individual task undertaken may not be identified. This job description will be reviewed annually during the appraisal process, and will be varied in the light of the needs of the school. The job description sets out the main duties of the position at the date when it was drawn up. Such duties may vary from time to time, without changing the general character of the position, or the level of responsibility entailed. Such variations are a common occurrence and do not justify a reconsideration of the grading of the position.