

LEARNING SUPPORT JOB DESCRIPTION

- Designation :** General Teacher Aide / Special Needs Teacher Aide / Special Project Teacher Aide
- Scope of Employment :** Job designation and hours are as established in the letter of appointment
- Contractual Obligations :** Contractual agreements, terms and conditions are as implied under the current 'Support Staff in Schools Collective Employment Contract'. If employees are not members of the New Zealand Educational Institute, then employees will be employed under a model Individual Employment Contract as approved by the State Services Commission.
- Responsible To :** the Principal
designated Management Staff
specific Teacher(s)
the Board of Trustees, Parents/Guardians in the carrying out of the School's Charter goals.
- Functional Relationships :**
1. The Classroom Teacher, Special Education and other Advisory staff
 2. The Pupil
 3. Parents
 4. Principal
 5. School Board of Trustees
- Primary Objectives:**
1. To know the student(s) as fully as possible in every way : their strengths, weaknesses, needs, interests and background.
 2. To establish an environment which promotes good mental, physical, emotional and social growth.
 3. To implement programmes, with relevant classroom teacher support and direction, that allow your student(s) to attain an acceptable and satisfying rate of progress and achievement.
 4. To keep records which reflect your knowledge of the student(s) in your care.
 5. To communicate this information to the teacher and others who need to be informed when appropriate.
 6. To set, maintain and model professional standards.
 7. To work harmoniously with all school personnel and others you come into contact with through support agencies or at other facilities.
 8. To carry out directives and requirements that may be set from time to time by your teacher, the principal or other relevant advisory bodies, always acting in the interests of the student(s).
 9. To participate in I.E.P's, so that goals are current and appropriate.
 10. To interact effectively with other students in the classes you are working in.

11. To actively strive to promote the child's independence and personal growth.

KEY TASKS :

A. Organisational Routines

Set up day to day arrangements within the school for those matters necessary for the effective functioning of the programmes your pupil is involved in:

- eg Furniture - desks, chairs, mats, displays, activity areas
Movement - about the school etc
Materials - storage, use, collection, distribution
Speaking - to each other, to you, to the teacher, visitors
Control - giving and following direction etc

B. Professional Routines

- (a) Long Term :** Assist and co-operate with the teacher and the parent, in setting out the broad outlines of work to be covered and matters for special emphasis. A copy of the plan and/or I.E.P. for the student is to be supplied to the principal within an agreed time frame and subsequently updated as required.
- (b) Short Term :** To prepare the immediate work to be covered (with teacher input and support) for the delivery of the programme.
- (c) Evaluations :** To evaluate programmes and teaching - attainment of objectives, appropriateness of content, methods and resources, indication of needs for further planning - sharing these with the teacher so that teacher and teacher aide work together to promote student achievement.
- (d) Timetables :** Timetables will be developed and displayed where in practical.
- (e) Methods :** Employ and plan such techniques and methods as will suit the student(s) interests, abilities and needs, the topic and environment and the resources available. Mismatching or boring a pupil is disastrous in both learning and student behaviour management.
- (f) Standards of Work :** Set and maintain good standards of achievement and presentation. Support all forms of student work where appropriate; regularly file for reference appropriate samples. Plan, record and evaluate periodic reviews with the teacher in charge of your student.
- (g) Education Outside The Classroom :** You may be required to support the student(s) you care for in the event of their participation in EOTC programmes.
- (h) Lesson Preparation :** Attend in good time to, materials, equipment, books/readers etc. The teacher in charge of the student(s) will support the planning process and have direct input into current and relevant goals and time tabling. If the student(s) is/are accessing Correspondence School help, then a timetable needs to be established to ensure the timely return of completed material.

C. Records

- (a) Individual Folders :** Individual folders should contain a photocopy of all previous reports, running records, I.E.P's, Significant attainments within the development of the programme should also be dated and filed where appropriate. Please liaise with the class teacher.
- (b) Confidential Files :** These, if needed, will be held in a secure place. Access may be limited.
- (c) Interviews/I.E.P's :** These will be held as required, from time to time. Other sessions may be organised on an individual basis.

(d) Daily Communication : Establish a system and maintain regular communication between home and school.

D. Pupils

1. Know students in the class and encourage your student(s) successful integration and involvement with his/her/their peers.
2. Develop friendly and co-operative relationships with pupils you come in contact with.
3. Develop good attitudes of honesty, industry, courtesy, participation, tolerance and consideration.
4. Develop a pride in your student(s) presentation of work, personal appearance and achievements.
5. Exhibit a caring attitude to students and their problems and seek appropriate support when necessary.
6. Promote self-discipline within a realistic environment.

E. Communication

The teacher aide is expected to :

1. Attend and participate in all relevant meetings
2. Act promptly on relevant matters.
3. Ensure that your student(s), their teacher(s) and others (if required) are appropriately informed.
4. Check the school communication processes and respond appropriately to relevant 'items of note'.
5. Act in a professional manner, remembering that confidentiality should be maintained at all times.
7. Maintain and promote good home and school relationships. Keep the teacher and/or principal informed of matters of significance which involve your student(s) as well as other students or staff.

F. Training and Development

- All staff are expected to participate in the corporate life of the school when appropriate.
- All staff are encouraged to participate in course and training programmes for their own development.