

# Mt Roskill Grammar School



**Position title:** Teacher Aide  
**Grade:** Grade B  
**Employment:** Permanent  
**Hours of position:** 32 hours per week  
**Location:** Learning Extension  
**Reports to:** HOD Learning extension  
**Direct reports:** Nil

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Reviewed: May 2024

<b>Scope:</b>	<ul style="list-style-type: none"> <li>To promote the inclusive ideals and vision of the school to attain equity and excellence through working collaboratively with teachers and other professionals.</li> <li>To support the learning of those students that may require assistance with their learning, behaviour or physical needs</li> </ul>
<b>Key Accountabilities:</b>	<p><b>Supervision of Withdrawn Students</b></p> <ul style="list-style-type: none"> <li>Works with individual students delivering a range of subjects and topics or works more in-depth in a single or limited range of subjects.</li> <li>May be required to design activities to supplement programs.</li> <li>Has occasional supervisory responsibility for other employees, parent help and volunteers.</li> <li>Supports students' inclusion in school and amongst their peers and takes appropriate action to support their wellbeing.</li> </ul> <p><b>In Class Support</b></p> <ul style="list-style-type: none"> <li>Works with small groups/Whole class delivering a range of subjects and topics OR works more in-depth in a single or limited range of subjects.</li> <li>Displays day-to-day independence although will have regular conversations with colleagues for further direction.</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> </ul> <p><b>Translation &amp; Cultural Direction</b></p> <ul style="list-style-type: none"> <li>Where a staff member has sufficient knowledge of a specific culture and its home language, they may be called upon to.</li> <li>Use a language other than English in daily conversations to assist or respond to needs.</li> <li>Use multi-cultural knowledge to guide students and colleagues or develop rapport.</li> </ul>

<p><b>Performance Indicators Specific to MRGS</b></p>	<ul style="list-style-type: none"> <li>• <b>Student Support</b></li> <li>• Supports a student’s wellbeing by gaining HOD permission and then engaging with family to address identified pastoral issues to enhance the student’s ability to attend school and /or participate.</li> <li>• Regular liaison with Classroom teacher and HOD Learning Extension to ensure optimal access to curriculum for targeted students.</li> <li>• Regular conferencing with targeted students to respond effectively to their specific needs.</li> </ul> <p><b>Administer SAC (Special Assessment Conditions)</b></p> <ul style="list-style-type: none"> <li>• Follow the NCEA SAC guidelines and specific process of support as directed by SENCo and Principal’s Nominee</li> <li>• Provide junior students with the opportunity to familiarize themselves with the process to optimize their access of this support as senior students.</li> <li>• Provide junior students with support during end-of–year exams to ensure an accurate and authentic evaluation of students’ curriculum knowledge and skills.</li> <li>• For internal NCEA assessments, liaise with classroom teacher to become familiar with the requirements of the assessment and possible texts assessment might be based upon</li> <li>• For internal NCEA assessments act as reader writer over a series of periods, collecting and collating all of student’s work.</li> <li>• Provide senior students with support during NCEA assessments to ensure an accurate and authentic evaluation of students’ curriculum knowledge and skills.</li> </ul> <p><b>Professional Involvement</b></p> <p>Model the ideals and behaviours that exemplify the vision and principles of the school.</p> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Maintain a high standard of written and oral communication skills.</li> <li>• Undertake professional development as appropriate.</li> <li>• Always maintain confidentiality.</li> </ul>
<p><b>Typical work contacts:</b></p>	<p>Head of Department Learning Extension, Special Education Needs coordinator (SENCo), Senior Leadership Team, Deans, Teaching and Support staff.</p>