

Mt Roskill Grammar School



Position title: Teacher Aide
Grade: Grade B
Employment: Fixed term – 10 weeks
Hours of position: 20 hours per week
Location: Learning Extension
Reports to: HOD Learning extension
Direct reports: Nil

Signed: _____ Date: _____ Reviewed: February 2025

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Supervision of Withdrawn Students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

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