

Teacher Aide Job Description Template

1. Job Description

Position Title: *e.g. Teacher Aide*

Reports to: *e.g. SENCO*

Working relationships: *e.g. RTLB, SENCO, Principal*

Grade: *e.g. Grade B-C*

Allowances: *e.g. Regular Tiaki Allowance*

2. Purpose of the position

Describe the overall responsibilities of the job in one or two sentences.

e.g. To provide general and additional support to students through the delivery of ongoing programmes for both individuals and small groups.

<u>(3a) Key Responsibilities</u>	<u>(3b) Appraisal Indicators</u>
<p><i>E.g. General Support</i></p> <p><i>Independently adapt (as necessary) and deliver ongoing programmes to small groups of students.</i></p>	<p><i>E.g. Student(s) able to access the curriculum at their individual level.</i></p>
<p><i>E.g. General Support</i></p> <p><i>Support and mentor other teacher aides.</i></p>	<p><i>e.g. New teacher aides feel supported in their professional growth.</i></p>
<p><i>E.g. Additional Support</i></p> <p><i>Support an individual student with specific additional behavioural needs.</i></p>	<p><i>e.g. The student is able to develop independence appropriate to their learning journey and participate in school.</i></p>

4. Tasks and Duties

E.g. General Support

- Monitor and observe students and act to build trusting relationships with students and colleagues.*

- *A high level of day-to-day independence, which includes planning tasks and activities and clear accountability for delivering specific programmes to agreed standards.*
- *Tailoring, testing, adapting, and creating individual plans and resources within the programmes.*
- *Provide regular coaching and mentoring, guidance, and training to other employees.*

E.g. Additional Support

- *Provides direct support for specific behavioural needs of individual students to enhance the student's ability to integrate, improve, be independent and participate more fully in the school.*
- *Implement behavioural programme as prescribed by RTLB.*
- *In relation to behavioural needs of students, there must be constant monitoring for escalating behaviours and diffusing of these situations.*

5. General Responsibilities

E.g. Comply with all board policies and relevant legislation

6. Essential Skills

E.g. strong communication skills, empathy, active listening

7. Declaration

Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Date approved:	<i>The date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>