



**ST PETER'S COLLEGE**  
PALMERSTON NORTH, NEW ZEALAND

Standing Tall, Promoting Excellence  
Developing Understanding

## Teacher Aide — Job Description

<b>Position :</b>	Teacher Aide
<b>Responsible to :</b>	Head of Special Needs Head of Junior School Head of Senior School Principal
<b>General Objectives :</b>	To support identified student/s in one on one learning to help build students' skills.

Key Tasks	Expected Outcomes
<p><b>1. Special Character</b></p> <p><b>2. Provide support to identified student/s</b></p> <p><b>3. Monitoring progress of students</b></p> <p><b>4. Maintain Records</b></p>	<ul style="list-style-type: none"> <li>▪ To work as a member of a team, contributing to the total purpose of the school, as stated in the Mission Statement.</li> <li>▪ To be an appropriate role model for the students.</li> <li>▪ To be sensitive to the Catholic teaching and supportive of the Catholic values and ethos in the College.</li> <li>• Follow support programmes provided by teachers, RTLB, or other professionals.</li> <li>• Perform tasks as outlined by the teacher.</li> <li>• Implement accurately and efficiently activities planned by the teacher.</li> <li>• Support student inclusion in a range of areas, for example self-care, personal safety, mobility and medication.</li> <li>• Participate in the use of agreed appropriate behaviour management strategies.</li> <li>• Use age appropriate language and activities.</li> <li>• Provide appropriate feedback /reinforcement that is consistent and meaningful to the student.</li> <li>• Participate in IEP planning.</li> <li>• Contribute information to support assessments.</li> <li>• Contribute to monitoring and keeping records of students' daily progress.</li> <li>• Communicate regularly with the teacher about the students' progress.</li> <li>• Record intervention activities and students performance accurately and concisely.</li> <li>• Prepare and maintain charts, records and graphs.</li> <li>• Provide appropriate documentation of assigned activities.</li> </ul>

The job description is the basis for an appraisal carried out each year with a senior staff member.

Signed: \_\_\_\_\_ Principal  
 \_\_\_\_\_ Teacher Aide \_\_\_\_\_ Date

### Teacher Aide Key Competencies

### Professional Requirements

- Maintain confidentiality, except where holding information is likely to be harmful to the student.
- Be flexible, for example work where the teacher requires so that at times the teacher can work with specific students.
- Work in partnership with students, teachers, specialists and family.
- Work effectively as a team member
- Be well prepared

### Interpersonal Skills

- Communicate honestly, clearly, accurately, coherently and concisely.
- Maintain appropriate relationships
- Be sensitive to the cultural values of the student and family
- Demonstrate an appropriate level of self confidence when performing assigned tasks
- Use appropriate language (written and oral) for the student
- Be receptive to constructive criticism
- Request assistance as needed
- Actively participate in formal supervision process

### Personal Qualities

- Manage time effectively
- Meet time lines
- Respect and maintain confidentiality
- Evaluate own performance
- Recognise limitations and perform within the boundaries of training and responsibility

### Technical Skills

- Maintain a facilitating environment
- Organises workspace effectively
- Prepares & presents appropriate materials effectively
- Use materials that are age and culturally appropriate as well as motivating