

# Excellere College Teacher Aide Job Description 2023



**Name of Employee:**

**Job Title:** Teacher Aide

**Directly responsible to:** Classroom Teacher, College Leader, SENCo Leader, ORs Specialist teacher

**Functional Relationship with:** Classroom Teacher, SENCO Leader, ORs Specialist teacher, Principal, other teaching staff, support staff, parents and students.

**Primary Objectives:** To assist Classroom Teachers with:

**Hours of Work:** 25 hours per week (including paid breaks), 5 days per week. School Term Time only

## Terms and Conditions

**Job Position:** Permanent Position.

Unless specifically stated below the current terms and conditions of employment for this position are detailed in the 'Support Staff in Schools' Collective Agreement.

**Special Conditions:**

- Annual leave entitlement is 4 weeks in addition to public holidays, which can only be taken when the school is officially closed and when academic instruction is not taking place.
- Any other 'discretionary' leave (not including sick leave) must, whenever possible, be taken when the school is officially closed and when academic instruction is not taking place. The Principal must approve this leave in writing.

**SALARY:**

Salary for 2023 will be within Grade BC, as detailed in the Support Staff in School's Collective Agreement. Salary progression within grades will occur according to section **3.3.3** of the current Support Staff in Schools Collective Agreement.

**Allowances:****PERSON SPECIFICATION:**

- Have a personal relationship with the Lord Jesus Christ, having been born again in the Holy Spirit.
- Should view their ministry in the school as a 'call' from God, rather than simply a position of employment.
- Shall accept and recognise a responsibility to uphold and maintain the Special Character of the school both within and outside the workplace.
- Shall have an ability to communicate and listen sensitively and courteously. (Colossians 4 v6)
- A character that daily and consistently displays evidence of the 'fruits of the Spirit' (Galatians 5v22.23) namely: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

## JOB DESCRIPTION and PERFORMANCE INDICATORS

### Purpose of position:

To provide general and additional support to students through delivery of on-going programmes for both individuals and small groups.

Key Tasks	Expected Outcomes	Performance Indicators	Performance Comments
<b>Objective One: To assist Classroom Teachers with</b>			
<b>General Support</b> Teacher aide independently delivers ongoing programmes with ability to adapt as required			
To accurately and competently follow the Classroom Teachers verbal and written instructions.	To complete the expected tasks laid out in the lesson plan objectives by the classroom teacher. To record any student achievement/feedback/evaluation information in a tidy, accurate and timely fashion, as detailed and directed by the classroom teacher.	Supervisor observation and paper evidence.	
Support the implementation of The Specialist support received through the Individual Education Plan provided each term.	A progressive plan to meet the set goals.	Acceptable progress towards goals is achieved.	
To aim and strive to develop an excellent and functional working relationship with the classroom teacher.	An attitude of cooperation and teamwork at all times. A respect and recognition of the leadership authority and ultimate responsibility that lies with the classroom teacher.	Supervisor observation	
Has a high level of day-to-day independence, which includes planning tasks and activities and clear accountability for delivering specific programmes to agreed standards.	Administer curriculum as outlined by the classroom teacher and specialist teacher with the flexibility to adapt to the students needs within the broader curriculum goals for the student.	Supervisor observation and paper evidence	

Will involve tailoring, testing, adapting and creating individual plans and resources within the programme.	A working relationship with the specialist teacher to adapt plans that still fit within the wider curriculum goals.	Supervisor observation and paper evidence	
Provides regular provision of coaching and mentoring, guidance and training to other employees.	A cooperative relationship with Senco and Specialist teacher to ensure coaching and mentoring fits within our special character and school wide goals.	Supervisor observation	
Will identify and take action to understand the causes of students' emotional states and provide appropriate support or alert others where escalation is required.	Understand and work through the disciplinary process as outlined by each college area.	Supervisor observation	
Provides cultural leadership which requires specific language skills, knowledge and expertise.	Leads and supports students as required at cultural events such as kapa haka and powhiri.	Supervisor observation	
<b>Additional Support</b> Teacher aide supports students with complex health, behavioural and/or other needs			
Specific expertise requiring active intervention to support students with additional needs. These needs include some or all of medical, behavioural, academic, pastoral and personal care. Skills may include learned physiotherapy techniques, proficiency in braille, sign, Makaton, and medical support e.g. mic-key.	Professional Development as required is funded and completed in the teacher aides own time.	Paper evidence	
If responsible for behavioural needs students, must be constantly vigilant for escalating behaviours and defuses difficult situations which may pose risks to themselves or others e.g. de-escalating to avoid the need for restraint.	A cooperative relationship with the teacher and parents of ORs funded students to administer appropriate support to the student as required.	Supervisor Observation	

Supports a student's wellbeing by engaging with family to address identified pastoral issues and enhance the student's ability to attend school and/or participate.	Open communication with the child's parents and the classroom teacher.	Supervisor Observation	
<b>Te ao Maori</b> Speaks and role models te reo			
Delivers te reo Māori programmes including adapting and preparing resources and activities.	Coordinates with the te reo teacher by adapting activities to suit the student's level of understanding.	Supervisor observation and paper evidence	
Coordinates and delivers kapa haka and/or other Māori arts programmes.	Works alongside kapa haka teacher by adapting activities to suit the student's level of understanding	Supervisor observation and paper evidence	
Uses knowledge of students' background and whānau in order to make connections and provide appropriate support.	Considers the student's cultural needs in classroom and social situations.	Supervisor observation	
Works with whānau and kaiako to support and encourage students' learning.	Open communication with parents around new learning of te reo.	Supervisor observation	
Provides leadership at cultural events.	Supports the student as required to respect the protocols at cultural events such as Powhiri.	Supervisor observation	
<b>General responsibilities</b>			
Should have a good understanding and knowledge of Excellere's Charter policies and procedures, especially in regards to Special Character issues.	This knowledge would be displayed in the manner in which you interact and communicate with staff, students and parents. Your words and actions should ensure the classroom's teacher's professional integrity and authority is maintained at all times.	Such issues as and when they occur are communicated with the classroom teacher in a timely, confidential and professionally appropriate manner.	
Issues of a confidential and sensitive manner are dealt with in a professional manner.	Any issues raised by students or parents of a confidential and sensitive manner that relate or may affect a student's potential wellbeing: either physically, emotionally, spiritually or educationally should be shared with the classroom teacher at the first available opportunity.	Standards maintained.	

To dress and present oneself in a manner that reflects the professional working environment, the special character of the school and the expectations of the Principal and the classroom teacher.	A suitable and appropriate dress and presentation is maintained.	Standards maintained.	
To be punctual for the start of the school day, as described by this employment agreement.	Consistent punctuality is maintained and achieved.	Standards Achieved	
<b>Essential Skills</b>			
Strong communication skills, empathy, active listening, collaborative manner,	Opening communicates in an appropriate manner including, but not limited to, phone, email, and conversation with parents, students and staff.	Supervisor observation	

### Appraisal Procedure

The College leader/classroom teacher will be responsible for carrying out an appraisal according to the key tasks outlined in the job description as part of a yearly appraisal cycle. This will consist of:

- The main annual appraisal meeting date to occur before November 2023.
- Current job performance investigated and outcomes recorded.
- Progress on previously set goals and objectives detailed and any further actions recorded.
- Set goals and objectives for the following year to include any professional development that may be required.
- Review job description
- Principal to receive report from the Middle College Leader by November 2023.
- Principal to report to the Board of Trustees by December 2023.
- Repeat appraisal cycle process on an annual basis.

**This employment agreement is only valid if signed and dated by both the employee and the employer (Presiding Member of the School Board) or the employer representative (Principal of Excellere College), and should be reviewed, amended where appropriate, and resigned on an annual basis following the completion of the employee's annual performance appraisal.**

**Signed \_\_\_\_\_ (Employee) \_\_\_\_\_ (date)**

**NAME:**

**Signed \_\_\_\_\_ (Principal) \_\_\_\_\_ (date)**

**NAME: Graeme Whitehead**