



Position Description

Position:	Teacher Aide
Department:	Student Learning Services
Responsible To:	Business Manager and HoLA - Student Learning Services
Engagement Type:	Permanent, part-time, term-time only
Supervisory Responsibilities:	None
Purpose:	To support the classroom teacher's responsibility for a child's learning and behavior.

KEY RESPONSIBILITIES/JOB DUTIES

- Work with students (in a one-to-one situation or in small groups) within or alongside the mainstream class, under teacher supervision
- Support the classroom teacher by working with targeted students in their mainstream class and assist them to stay on task
- With the classroom teacher, use agreed strategies to manage student's behavior
- Work with the student and other students to boost learning, independence and social skills
- Liaise with the classroom teacher to ensure the best support is provided to the targeted student(s)
- May be required to cover other areas within the Student Learning Services department, including working with Special Education students.
- Other reasonably requested duties as required

SKILLS REQUIRED

Understanding of the school curriculum and the relevant subject areas, and understanding of different teaching methods and learning styles, ability to work closely with students, staff and parents/caregivers, technology skills such as use of computers, A/V equipment etc.

Excellent interpersonal and communication skills, ability to deal with students of all high school ages calmly and efficiently, especially those with behavioural difficulties, and to deal with parents in a similar manner. Knowledge of safety and emergency procedures, first aid skills are desirable.

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform any reasonable and lawful duties outside of their normal responsibilities from time to time, as requested by their line manager.