



Position Description

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| Position: | ORS Teacher Aide |
| Department: | Student Learning Services |
| Responsible To: | Business Manager and HoLA - Student Learning Service |
| 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

- Works with individual students and small groups delivering a range of subjects and topics OR works more in depth in a single or limited range of subjects
- With the classroom teacher, use agreed strategies to manage student's behavior and diffuse any escalating behaviours
- Work with the student and other students to boost learning, independence and social skills
- Provides direct support for specific health, behavioural and/or other needs of student/s in order to enhance the student's ability to integrate, improve, be independent and participate more fully in the school.
- Makes minor adaptations to lesson plans and resources to ensure learning objectives are achieved and in response to individual student needs
- Design activities to supplement programmes
- For students with special health or physical needs, assist with tasks like medications, feeding, toileting, moving around the school and keeping records of these things where required. Ensure the students' dignity is maintained at all times
- Implements behavioural, physiotherapy, and/or occupational therapy programmes as prescribed by specialists
- Use multi-cultural knowledge to guide students and colleagues or develop rapport
- Other reasonably requested duties as required, including providing support to mainstream classes when required

Skills Required: Knowledge and experience of working with and implementing programmes for students with special needs, understanding of the school curriculum and the relevant subject areas, and understanding or 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.

Minimum Requirements: Excellent interpersonal and communication skills, ability to deal with students of all high school ages calmly and efficiently especially those with special needs, and to deal with parents in a similar manner. Knowledge of safety and emergency procedures, first aid skills are required.

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.