



## Teacher Aide - Job Description

The Teacher Aide will work in partnership with teachers and other professionals to promote the learning and welfare of students by providing practical and learning support to students throughout the school.

<b>Job Title:</b>	Teacher Aide
<b>Responsible to:</b>	Principal, Deputy Principal and SENCO
<b>Employed under:</b>	As per Support Staff in Schools' Collective Agreement
<b>Functional Relationships:</b>	SENCO, all staff involved in various Learning Commons and other professionals.
<b>Overall Objective:</b>	To promote the inclusive ideals and vision of the school through working collaboratively with teachers and other professionals. To support the learning of those students that may require assistance with their learning, behaviour or physical needs.

Key Areas	Performance Indicators
Working with Students	<p>Work with small literacy, numeracy, language, social development and other groups under the direction of the SENCO and/or a teacher.</p> <p>Provide one to one support, or work with small groups, developing strategies in partnership with the SENCO and/or class teacher to enable all pupils to access learning opportunities and maximise student achievement.</p> <p>Keep up to date with available specialised learning resources, ensuring they are kept in good order.</p> <p>In partnership with the SENCO and/or teacher, assist in the use of ICT and learning resources in the classroom.</p> <p>Attend to special needs student's personal care as necessary.</p> <p>Ensure the health and safety of the children and let the SENCO know if you have any concerns about a student.</p> <p>Develop an understanding of the welfare and social needs of the students with Special Education Needs.</p> <p>Skills &amp; knowledge in working with ESOL students.</p> <p>Any other duties requested by the SENCO.</p>
Working with SENCO, teachers and other agencies	<p>Under the direction of the SENCO, teachers and other professionals assist in the planning, monitoring and evaluation of pupils learning, helping to record their progress, as outlined in Individual Educational Plans.</p> <p>Support new support staff through the school/departmental induction programme.</p> <p>Undertake relevant assessments of individual student progress.</p> <p>Liaise with parents as directed by the SENCO and/or teachers to foster good links between home and school and other agencies.</p> <p>Assist teachers and classes on educational visits when relevant.</p>

	<p>Contribute to student progress and record keeping systems in partnership with the teacher.</p> <p>Provide relevant support to the teacher to support student learning.</p> <p>Attend and contribute to meetings such as IEPs or team meetings as required within the normal working day.</p> <p>Operate equipment including photocopiers, flip camera, DVDs etc. to assist teachers if necessary.</p>
Relationships and Connections	<p>Form, develop and maintain positive and productive relationships with students.</p> <p>Form, develop and maintain professional, positive and productive relationships with parents, staff, education professionals and community members.</p>
Professional Involvement	<p>Model the ideals and behaviours that exemplify the vision and principles of the school.</p>
General	<p>High standard of written and oral communication skills.</p> <p>Undertake professional development as appropriate.</p> <p>Maintain confidentiality at all times.</p>

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_