

Position Description

Te Aho o Te Kura Pounamu

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| Position: | Teacher Aide/Learning Assistant |
| Team: | In-region |
| Wahanga: | Learner Services |
| Location: | Student's home or approved venue (e.g. Advisory) |
| Reporting to: | Team Leader – Learning Support/Regional Lead |
| Salary range: | As per the Discretionary Individual Employment Agreement (DIEA) |

Purpose Statement

The Teacher Aide/Learning Assistant position supports the student(s) to engage in their learning and achieve their learning goals. The particular activities and priorities will be regularly reviewed and updated to meet operational need.

Teacher Aide/Learning Assistant's may be employed to work at Advisories and support multiple students.

Where an Additional Teacher/Learning Assistant is employed, they will take primary responsibility for organising the programme and directing and prioritising the work of the Teacher Aide/Learning Assistant.

Where there is no Additional Teacher/Learning Assistant employed, the supervisor will take shared responsibility for organising the programme and directing and prioritising the work of the Teacher Aide/ Learning Assistant with input from the Learning Advisor and subject teachers where appropriate.

The position holder will carry out the position duties in a manner that supports and reinforces the vision and values of Te Kura and complies with all Te Kura policies and procedures.

In particular, Te Kura is committed to providing a safe and healthy work environment and complies with the Health and Safety at Work Act 2015. As a position holder you are required to comply with all Te Kura health and safety policies and procedures and to take responsibility for your own actions. The position holder is required to report any health and safety risks and issues to their manager.

Key Accountabilities

| Key Accountabilities | Major Tasks/ Activities |
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| Support the student(s) to engage in their learning | <ul style="list-style-type: none"> • Support student(s) as outlined in their Individual Education Plan (IEP) • Support student(s) to achieve their learning goals • Support and attend learning support sessions and event day activities • Accompany student(s) attending education |

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| | <p>outside the classroom activities, if applicable and with prior approval</p> <ul style="list-style-type: none"> • Support student(s) explore careers around their interests and passions and assist in finding work placement opportunities in the community • Assist with student(s) behaviour management as appropriate • Proactively move around and support multiple students at Advisories (if applicable) |
| Build meaningful relationships and trust with the student(s), their whanau, and other professionals | <ul style="list-style-type: none"> • Support student(s) directly and liaise with their parents, whanau, Learning Advisors and supervisors • Work with/liase with parents, supervisors, Learning Advisors, subject teachers and other professionals working with the student(s) • Support the in-region Kaiako, Te Kura subject teachers, and Learning Advisors as appropriate |
| Technology Support | <ul style="list-style-type: none"> • Utilise system knowledge and experience to support student(s) with online learning requirements and the use of any assistive technology (as appropriate) |
| Reporting and Office Administration | <ul style="list-style-type: none"> • Complete all report templates (as supplied by manager) in a timely and accurate manner • Attend meetings as required • Contribute to planning sessions as required |
| Cultural Responsiveness | <ul style="list-style-type: none"> • Support student(s) to engage and feel success by acknowledging their culture, language and identity, in particular priority learners such as Maori and Pasifika • Work alongside student(s) to ensure that they are emotionally and culturally supported |
| Health and Safety | <ul style="list-style-type: none"> • Proactively comply to the health and safety requirement Te Kura policies • Complete all health and safety induction modules as renewed |

The Teacher Aide/Learning Assistant position holder will be required to complete other designated tasks as negotiated.

Working Relationships

Internal working relationships

- Student's Learning Advisor
- Reporting Manager
- Subject Teachers

External working relationships

- Parents/Guardian/Supervisor
- Other professionals working with the student(s)

Qualifications, Attributes and Experience

Essential

- Excellent written and verbal communication skills
- Effective time management and organisational skills
- Confident and competent user of computer systems and applications, including Microsoft Office and online learning systems
- The ability to build and maintain constructive relationships with the student(s), their family and other professionals
- Flexible, adaptable and exercises sound judgement
- The ability to maintain confidentiality and appropriate ethical standards of behaviour
- The ability to take responsibility for their own performance

Preferred
