



## Role Description:

## Teacher Aide : Digital Learning

**Reports to:** Head of Learning Support  
Homeroom Teacher

**Responsible to:** Deputy Principal  
Head of Learning Support

**Functional relationships with:** Students with learning needs and teachers in the classroom

### Purpose:

The purpose of this position is to offer one-to-one support with identified students with learning needs and to support teachers in a classroom environment with small groups of students.

KEY TASKS	EXPECTED OUTCOMES
Special Character	<ul style="list-style-type: none"> <li>Promotes high quality relationships and the standards of behaviour and language appropriate to the Catholic Character of the College</li> <li>Attends appropriate liturgies.</li> </ul>
Teaching Strategies	<ul style="list-style-type: none"> <li>Be competent in the use of supportive software to help students.</li> </ul>
Student Support	<ul style="list-style-type: none"> <li>To work with students on the TEXT/HELP/READ WRITE software programme as well as other digital options promoting literacy.</li> <li>Supporting students individually and in small groups.</li> <li></li> </ul>
Classroom Management	<ul style="list-style-type: none"> <li>To create a safe and respectful learning environment.</li> </ul>
Relationships with the school.	<ul style="list-style-type: none"> <li>Establish and maintain effective working relationships with the staff.</li> <li>Contribute towards the effective functioning of the school operation, including the school's relationship with parents and the wider community.</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>Interest in students who have specific learning needs</li> <li>Have a warm, caring attitude.</li> <li>Sense of Humour</li> <li>Time management skills.</li> <li>Ability to work independently without supervision.</li> <li>Willingness to undertake further digital training</li> <li>Ability to communicate with teachers and students.</li> </ul>

### Limitations of Authority

*Changes to procedures or routines must receive prior approval from the Principal. The Principal may make changes at any time in consultation with yourself and the Business Manager.*

**Hours of work:**

This is a part time position: 15 hours per week : hours to be negotiated. Term Time Only

**Rate of Pay:**

Employment conditions are in accordance with the Support Staff in Schools Collective Agreement: Grade A:

<b>Role Description:</b>	<b>Teacher Aide</b>	
<b>Reviewed:</b>	November 2019	Louise Moore, Principal
	..... <i>Louise Moore</i> <b>Principal</b>	..... Date