

Role Description

Teacher Aide



Show me your ways, Lord, teach me your paths. (Psalm 25:4)

MISSION STATEMENT: With Catholic faith as our compass, celebrated in the Eucharistic community of Sancta Maria College we will nurture confident, compassionate and connected life-long learners. We will be inspired to make a positive difference to a future global community and to the wider Catholic Church to which we belong.

REPORTS TO: Deputy Principal / Head of Learning Support

WORKS WITH: Students with learning needs and teachers in the classroom

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.

OUTCOME	KEY TASKS
Special Character	<ul style="list-style-type: none">Promotes high quality relationships and the standards of behaviour and language appropriate to the Catholic Character of the CollegeParticipate in Special Character events.
Teaching Strategies	<ul style="list-style-type: none">Work with students with learning assistance needs.Maximise students involvement by promoting independence, self esteem and self confidence in the students.Act in a professional manner at all time in the management and pastoral care of the students.Provide teaching support in an inclusive environment, delivering IEP goals.
Student Support	<ul style="list-style-type: none">Work alongside MOE and Sancta Maria College to support and implement intervention strategies for students.Work with a variety of students who have a variety of special learning needs.Assist in monitoring student progress.Be a reader/writer/supervisor for students during assessments.Contribute to I.E.P. planning.Student advocacyAttend/contribute to Learning Support Department meetings.Report to Head of Learning Support.
Classroom Management	<ul style="list-style-type: none">Create a safe and respectful learning environment.
Relationships with the school.	<ul style="list-style-type: none">Establish and maintain effective working relationships with the staff.Contribute towards the effective functioning of the school operation, including the school's relationship with parents and the wider community.
Personal Attributes	<ul style="list-style-type: none">Interest in students who have specific learning needsA warm, supportive mannerConsultative

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| | <ul style="list-style-type: none">• Collaborative• Willingness to attend Professional Development sessions when offered.• Ability to receive and carry out instructions. |
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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 Director of Learning Support.

Hours of work:

This is a part time position: 15 hours per week : Term Time Only

This is a fixed term position until 8th December 2020.

Teacher Aide hours are calculated on the value of funding generated to the Learning Support Department from the Ministry of Education through ORRS funding. It is therefore necessary to continually review hours of work based on funding received for the number of eligible students. Confirmation of hours will be notified at the end of each fixed term period

Rate of Pay:

Employment conditions are in accordance with the Support Staff in Schools Collective Agreement: Grade B : negotiable based on previous experience.