



Central Regional Health School

Job Description: Teacher Aide

CRHS employs support staff in various roles to ensure the smooth running of the school. Roles may be administrative, to support specific students and programmes or a combination of both.

Personal attributes indicative of success in this highly demanding teaching and learning environment are: Being a positive role model, being reflective, having the ability to remain focused on specified tasks, resilience, common sense, self-confidence, ethical behaviour, initiative and a commitment to on-going learning.

CRHS Support Staff are required to:

Complete defined tasks as per this job description

Complete appraisal as required

Complete professional development as agreed

Abide by the CRHS Code of Conduct and ensure that all behaviours are consistent with the school's values

Understand the need for confidentiality and privacy

Where specified, fulfill the areas of delegated authority

Hold a current full New Zealand Driver Licence

Transport students as needed.

Undertake a police vet, on appointment, and every three years after that.

Key tasks

Key Task 1

Assist with the specific learning and health needs of students as required:

- Work with individual students and small groups of students to meet the academic, communication, key competencies and the transition goals of the IP and as directed by the teacher
- In consultation with the teacher, facilitate instruction of the student
- Use constructive feedback to modify interactions with the student
- Monitor progress to assist in IP evaluations. Regular entries will be made in the student's guidance log, pastoral and learning. Entries will be accurate and concise
- Provide descriptive behavioural observations.
- Assist staff on educational visits.

Key Task 2

Assist with programme planning

- Assist in the preparation of equipment as directed by the teacher
- Implement parts of a student learning programme as directed by the teacher

Awahi mai awahi atu - tautoko mai tautoko atu: Working in partnership and through innovation we enrich hauora, embrace diversity, and inspire quality continuous individualised learning

- Schedule meetings
- Prepare, maintain and manage classroom resources and equipment

Key Task 3

Professional Knowledge

- Participate in relevant in-service training, and staff meetings
- Respect and maintain confidentiality
- Keep up to date with available specialised resources
- Select and use materials that are age and culturally appropriate as well as motivating
- Model the behaviours that exemplify the vision and principles of the school.
- Value excellence and personal achievement.

Employment Details

Tenure:	Permanent Part time
Hours of work:	25 hours per week
Grade and step:	Salary assessment to be completed based on qualifications and experience
Terms of employment:	Term time only
Place of Employment:	Central Regional Health School Base location – City site
Responsible to:	The Principal Deputy Principal Team Leader - City
Accountable to:	Central Regional Health School Board of Trustees
Terms of Employment: (one of)	Support Staff in Schools collective agreement Teacher Aide Individual Employment Agreement based on the SSCA

Signed
Jason White, Tumuaki - Principal

Signed