

**Job Description****Teacher's Aide / Learning Assistant**

Reviewed: March 2022

Key relationships with:

SENCO; Gateway/STAR teachers; Class Teachers; Parents;
Support Agencies; Teacher Aides, Students

Responsible to:

SENCO
Principal

Status:**Special Character:**

All staff have a duty to reflect and support the Special Catholic Character in their work at the school.

Purpose:

To ensure optimal success (academic, social, cultural, physical etc) within learning support programmes and promote learning, participation and presence in an inclusive environment.

Key Roles - Align with Work Matrix Grade B

1 Responsibility for assisting students in the classroom setting guided by SENCO, Specialist Teacher, Classroom Teacher

- a) Their class work
- b) The organisation of class materials
- c) Liaison with teaching staff and SENCO re the Learning, Participation and Presence of students.eg classroom programmes, special adaptations for home-study
- d) Fostering the social skills and inclusion of students
- e) Encouraging the growth of the student's independence and self-esteem
- f) Follow the guidelines of IEP's, classroom teachers, or learning plans
- g) Support students for school wide extra curricular events eg cultural events

2 Responsibility for assisting students outside of the classroom setting guided by SENCO, Specialist Teacher, external specialist agency

- a) Accompany students on EOTC activities as requested
- b) Implement behavioural, physiotherapy, and or occupational therapy programs as prescribed by a specialist
- c) Provide care and support for changing, toileting or any personal care specific to a student's care plan ensuring dignity is maintained
- d) Follow the guidelines of health care plans
- e) Contribute to tracking notes of supported students, and interact with learning support programmes administration with supervision of the SENCO

3 Assist students with transitions from class to class where necessary, supervision during interval and lunchtime as required.

4 Attend and/or participate in IEP meetings liaising with the SENCO and Specialist ORS teacher.

6 Engage in annual professional learning that supports the development of their skills and knowledge in a way that contributes to the vision of Garin College and the learning needs of students and ākonga.

Any other duties as requested by the Principal.

Met**Needs Improvement****Extra Duties - Align with Work Matrix Grade C**

Independently deliver ongoing programmes with ability to adapt as required:

Met**Needs Improvement**

1) High level of day to day independence including planning tasks & activities & clear accountability for delivering specific programmes to agreed standards 2) Involves tailoring, testing, adapting and creating individual plans & resources within the programme 3) Provides regular provision of coaching & mentoring, guidance & training to other employees 4) Identifies and takes action to understand causes of students' emotional states & provides appropriate support or alerts others where escalation is needed Supports students with complex health, behavioural and/or other needs: 1) Specific expertise requiring active intervention to support students with additional needs. These needs include some or all of medical, behavioural, academic, pastoral and personal care. 2) If responsible for behavioural needs students, must be constantly vigilant for escalating behaviours & defuse difficult situations which may pose risks to themselves or others, e.g.: de escalating to avoid the need for restraint 3) Supports a student's wellbeing by engaging with family to address identified pastoral issues and enhance the student's ability to attend school and / or participate.		
Planned PLD		
Current Grade _____ Step _____ Anniversary Date _____ Appraised Grade _____ Step _____ Appraisal Date _____ (Note: Appraisal Date must be at least 2 months prior to Anniversary Date)		
Signed Teachers Aide _____ Date _____ Signed Principal _____ Date _____		