



**Job Description:**      **Teacher Aide (In Class Support)**

**Responsible to:**      Head of Learning Services Faculty

**Hours of work:**      28 hours per week until the end of October 2026, and 23 hours per week thereafter, term-time only

**Purpose of position:**

- To support students and their classes as directed by the Head of Learning Services.

This includes:

- Working with teachers to best support the students in their class. This could include meetings to give feedback and discuss students' learning.
- Encouraging students to keep on task with their work, explaining questions and concepts
- Identifying and recording areas of progress and difficulty
- Communicating with teachers about student progress and needs
- Helping the classroom teacher with challenging behaviour when required
- Facilitate successful interactions between students in social and learning situations
- Working with individuals/small groups of students in the classroom context to facilitate learning
- Establishing an appropriate professional relationship with students, maintaining trust and respect
- Being available to talk to the students when they have concerns or problems with their school work
- Support new students who transition into the school during the year and monitoring their progress
- Being available as Reader/Writer/Supervisor for students entitled to SAC. This can include extra hours during exam week.
- Accompanying students on class trips during school hours (when required)
- Reporting on observations and behaviours of concern to Learning Services
- Meet with the Learning Services Faculty and take part in Professional Development as required
- Establishing cultural appropriate connections with Māori students; this can include supporting Te Reo Māori classes and using some Te Reo Māori in lessons.

And may also include:

- Supporting the school in extracurricular activities
- Any other duties as requested by the Head of Learning Services / Lead Teacher in He Kākano as outlined in within the Teacher Aide Work Matrix
- Accompanying students on camps (this may include after school hours, which would be subject to discussion).

**Person specification:**

The person will be:

- Energetic
- Adaptable
- Empathetic
- Able to work effectively with a range of teachers as required
- Someone who enjoys working with young people whose behaviour can be challenging at times

Staff will have the opportunity to develop and take on additional responsibilities as described in the Teacher Aide Work Matrix with the agreement of the Head of Learning Services.

**Employee name:**

**Line manager:**

**Date:**

Employee Signature:	
Approved by:	
Date Approved:	
Reviews:	