JOB DESCRIPTION

Teacher Aide - He Kākano (ORS funded students)

Responsible to: Lead Teacher, He Kākano
Head of Learning Services Faculty

Hours of work: 28 hours per week, exclusive of a 60 minute unpaid lunch break, term-time only

Terms of Employment

- As per the NZEI Support Staff in Schools Collective Employment Agreement, 2026-2028 this position will be graded using the Teacher Aide Work Matrix table

Delegations and authorities:

- None

Purpose of position:

- To support complex needs students in classes as directed by the Lead Teacher of He Kākano

Relationships:

Internal	External
Lead teacher He Kākano He Kākano staff Teaching staff Students	Ministry of Education employees Parents and whānau

Person specification:

The Teacher Aide - He Kākano (ORS funded students) will:

- Have an empathy with Wellington High School's WERO
- Work in ways which are consistent with Te Tiriti of Waitangi
- Be energetic, empathetic, adaptable, patient and calm
- Be an effective communicator and an active listener
- Maintain confidentiality
- Demonstrate high levels of integrity and professionalism
- Be punctual and organised, show initiative and be able to work independently
- Be someone who enjoys working with young people whose behaviour can be challenging at times
- Have some experience of working with students with complex needs and how this impacts the learning and social environment
- Be able to simplify and break down learning and social concepts to students
- Be able to work effectively with a range of teachers and subjects as required

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 & Lead teacher of He Kākano.

Key tasks

This includes:

- Supporting students with complex health, behavioural and other personal care needs
- Having knowledge and awareness of students' backgrounds and learning, social, emotional and well-being needs and being able to anticipate, monitor and respond as needed
- Working collaboratively with teachers to best support target student/s in their class. This could include meetings with teachers to provide feedback and discuss students' learning
- Establishing an appropriate professional relationship with students, maintaining trust and respect
- Working with individuals/small groups of students in the classroom context to facilitate learning
- Supporting students to keep on task with their work, explaining questions and concepts
- Adaptation of the curriculum as required
- Identifying and recording areas of students' progress and difficulty
- Communicating with teachers about student progress and needs
- Helping the classroom teacher with managing situations when required
- Facilitating successful interactions between students in social and learning situations
- Being available to support the students when they have concerns or problems with their learning
- Liaising with caregivers when specifically requested by the Lead teacher
- Supporting new students who transition into and out of the school during the year, monitoring their progress
- Being available to act as a Reader/Writer/Supervisor for students entitled to SAC. This can include extra hours during exam weeks
- Accompanying students on class trips during school hours (where applicable)
- Reporting on observations and behaviours of concern to He Kākano teachers
- Meeting with the He Kākano team and taking part in Professional Development as required
- Liaising with Ministry of Education employees when required
- Establishing culturally appropriate connections with Māori students and whānau
- Supporting and upholding WHS values and Tikanga Māori
- Supporting the use of Te Reo Māori where possible
- Supporting the use of NZSign Language where possible.

And may also include:

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

Employee name: **Line manager:** Don Stevens

Date:

Employee Signature:	
Approved by:	
Date Approved:	
Reviews:	