JOB DESCRIPTION

Teacher Aide - In Class Support

Reports to: 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 target students with additional learning needs and their classes as directed by the Head of Learning Services

Relationships:

Internal	External
Head of Learning Services Learning Services staff Teaching staff Students	None

Person specification:

The Teacher Aide - In Class Support 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 neurodivergence 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
- Be confident to act as a Reader/Writer up to NCEA Level 3

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.

Key tasks

This includes:

- Working collaboratively with teachers to best support the students in their class. This could include meetings to give 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
- Minor adaptation of the curriculum as required
- 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
- Modelling positive behaviours
- Facilitating successful interactions between students in social and learning situations
- Being available to support the students when they have concerns or problems with their school work
- Supporting Year 9 transition and new students who transition into the school during the year
- 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 (when required)
- Reporting on observations and behaviours of concern to Learning Services
- Meeting with the Learning Services Faculty and taking part in Professional Development as required
- Establishing culturally appropriate connections with Māori students, supporting the use of Te Reo Māori where possible
- Supporting and upholding WHS values and Tikanga Māori.

And may also include:

- Supporting the school in extracurricular activities
- Any other duties as requested by the Head of Learning Services as outlined within the Teacher Aide Work Matrix

Employee name: **Line manager:** Carly Elder

Date:

Employee Signature:	
Approved by:	
Date Approved:	
Reviews:	