

Teacher Aide

Position Description

Purpose: To support the learning of those students that may require assistance with their learning.
To support the teaching of other professionals to deliver learner centred educational experiences.

Responsible to: Diverse Learner Coordinator

Functional relationships with: All teaching staff
Senior Leadership Team
All Ancillary staff

Key Responsibilities	Expected Outcomes
1. Provide support to identified student/s	<ul style="list-style-type: none"> Follow support programmes provided by the House Deans, teachers, RTLB, or other professionals. Perform tasks as outlined by the teacher. Implement accurately and efficiently activities planned by the teacher. Support student inclusion in a range of areas, for example self-care, personal safety, mobility and medication. Participate in the use of agreed appropriate behaviour management strategies. Use age appropriate language and activities. Provide appropriate feedback/reinforcement that is consistent and meaningful to the student. Work with small literacy, numeracy, language, social development and other groups under the direction of the Deputy Principal/DN Coordinator.
2. Monitoring progress of students	<ul style="list-style-type: none"> Participate in IEP planning. Contribute to monitoring and keeping records of students' daily progress. Communicate regularly with teachers about the students' progress. Work in partnership with students, teachers, specialists and family.
3. Maintain Records	<ul style="list-style-type: none"> Record intervention activities and students' performance accurately and concisely. Prepare and maintain records. Provide appropriate documentation of assigned activities.
4. Health and Safety	<ul style="list-style-type: none"> Work within the Woodford House Health and Safety Policy Ensures hazards are identified, eliminated, isolated or minimized where possible

5. General	<ul style="list-style-type: none"> • When possible, attend weekly meetings with other ancillary staff, attend assemblies and Chapel Services. • Be supportive of and seek to enhance the traditions and Special Character of Woodford House. • Complete additional duties as requested by the Principal and Diverse Learner Coordinator
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Teacher Aide Key Competencies

- Maintain confidentiality, except where holding information is likely to be harmful to the student.
- Be flexible, for example work where the teacher requires so that at times the teacher can work with specific students.
- Work effectively as a team member.
- Communicate honestly, clearly, accurately, and concisely.
- Be sensitive to the cultural values of the student and family.
- Use appropriate language (written and oral) for the student.
- Be receptive to constructive feedback.
- Request assistance as needed.
- Actively participate in formal supervision process.
- Computer literacy skills and experience e.g., email, KAMAR, Schoology.