



# St Hilda's

COLLEGIATE SCHOOL

Te Kura O Hira Tapu

## POSITION DESCRIPTION

<b>POSITION:</b>	<b>TEACHER AIDE</b>
<b>TENURE:</b>	<b>Part-time, Fixed Term</b> <b>Prorated - 40 Weeks of the Year – Term time only</b>
<b>RESPONSIBLE TO:</b>	(i) Learning Support Coordinator
<b>FUNCTIONAL RELATIONSHIP WITH:</b>	(i) Deputy Principal – Judy Maw (ii) Specialist Classroom Teacher – Anna Garthwaite (iii) Teaching Staff (iv) SENCO

### ***PRIMARY EXPECTATION***

***To support students' learning in designated areas, as direct by the Learning Support Coordinator***

### **KEY TASKS**

1. One on one or small group support either in the classroom or in a withdrawal situation.
2. Classroom liaison with teacher, SENCO re: learning support programmes.
3. Completing relevant paperwork relating to evaluation of learning support programmes.
4. Literacy support in the junior school (Years 7 – 10).
5. Attendance at IEP/Year level learner meetings as required for relevant students.
6. Attendance at staff meetings as required.

7. Other administrative tasks as set by the Learning Support Coordinator/Deputy Principal - Curriculum.
8. Some supervision of senior study classes may also be a required task.

### **CONDITIONS OF SERVICE**

The conditions of service are those as set out in the Support Staff in Schools Collective Agreement or St. Hilda's Collegiate School Individual Employment contract.

The Teacher Aide does not work on statutory holidays.

Employment is for a fixed-term during the school term times only.

Hours are as required and will be timetabled to match the students requiring assistance.

The Teacher Aide is entitled to 8% holiday pay plus statutory holidays and is not be required to work during term holidays.

The remuneration for this position is in accordance with the Associate Scale of the Support Staff in Schools Collective Agreement.

### **PERFORMANCE REVIEW**

A review of the appointee's performance will be carried out annually in November by the Learning Support Coordinator/Deputy Principal – Curriculum in consultation with the appointee.

The Position Description will also be reviewed at this time.