

JOB DESCRIPTION – ASSOCIATE STAFF TEACHER AIDE GRADE B

The position requires a range of duties for which advanced knowledge, skills and experience are required. The position is likely to involve periods without supervision or may be sole charge NZEI SSSCA

As a teacher aide, I will:

1. Contribute to school corporate life

- 1.1 Support the charter goals, objectives and policies
- 1.2 Follow the organizational practices of the school
- 1.3 Contribute to the corporate life of the school where possible
- 1.4 Take personal responsibility for my own health and safety by following the school Health and Safety Policy and all its statements as part of my performance agreement and stated in my work plan.
- 1.5 Maintain proper standards of integrity, conduct, and concern for:
 - (a) The public interest; and
 - (b) The well-being of students attending the school.

2. Student Learning Outcomes

- 2.1 Carry out planned programmes with students either in groups or individually as directed, which may include:
 - supervising and supporting students in Physical Education, in the school setting, at local recreation centres / swimming centres.
 - getting into the pool and support with dressing
 - walking to the local shops, around supermarkets, and local mall.
 - bush walks, beach walks, community referenced activities.
 - activities may involve modelling physical activities and participating in those programmes with students.
 - class or school camps are also scheduled from time to time .
- 2.2 Implement planned programmes
 - Programmes are written and developed by teachers, specialists and therapists.
 - Support staff are expected to support and supervise them by following the timetable set by the teacher - this may include times when the teacher is not present.
 - At these times teacher aides can use their initiative but not their discretion.
- 2.3 Monitor programmes as required by the teaching staff and keep designated records as directed.
- 2.4 Follow behaviour support routines as directed.
 - Many of the students have behaviour support plans and they must be followed accurately.
 - Some of the students can be very unpredictable - behaviours may include;
 - language that may be offensive and/or challenging
 - absconding - which requires staff to pursue them.

- challenging behaviour which may require specific de-escalation strategies including restraint / hold techniques as a last resort with a team response as per MAPA training.

MAPA training is compulsory.

2.5 Driving students to offsite activities EOTC (Education outside the classroom) and in pool swimming supervision with other staff members.

3. Care of Students

3.1 Carry out personal self care duties that involve restoring pupils to their dignity and personal comfort as directed .

- Many students use incontinence aids (such as a nappy) and may have accidents and need physical support to change them.
- There is a no lifting policy, however a two person support team is often needed to reposition and transfer students.

3.2 Assist those students who need it, with eating, drinking and other self care procedures.

3.3 Contribute to and maintain healthcare programmes for students, which may include:

- a physical fitness programme involving moving equipment, standing frames, hydraulic sit to stands, vibrating vests (where support for the student is needed on the floor on bean bags).

4. Care of Classroom or School Environment

Carry out general duties of a domestic nature as required, to maintain the school and classroom in clean, tidy and safe manner. This involves hygienic practices in classrooms and care rooms to prevent the spread of germs and viruses. Any contact with faeces or vomit will incur dirty work allowance.

5. Resources

5.1 Develop resources for teacher planned programmes under the direction and supervision of professional staff

5.2 Manage and maintain classroom resources and equipment, putting all resources and equipment away at the end of the day in the appropriate location.

6. Teamwork

6.1 Communicate in a professional manner at all times

6.2 Work cooperatively and flexibly at all times.

6.3 Contribute to the Classroom Team Charter

6.4 Support the Classroom Team Charter

7. Personal and Professional Development

7.1 Participate in paid professional development training. (MAPA is compulsory.)

7.2 Participate in performance appraisals, identify areas of interest and areas for further development.

7.3 Participate in team meetings, which are held after school and support staff are paid for them.