Mt Roskill Grammar School

Position title: **Teacher Aide**
Grade: **Grade B**
Employment: **Permanent**
Hours of position: **32 hours per week**
Location: **Learning Extension**
Reports to: **HOD Learning extension**
Direct reports: Nil

Signed: _____ Date:_____ Reviewed: November 2026

Scope:	• To promote the inclusive ideals and vision of the school to attain equity and excellence through working collaboratively with teachers and other professionals. • To support the learning of those students that may require assistance with their learning, behaviour or physical needs
Key Accountabilities:	**Supervision of Withdrawn Students** • Works with individual students delivering a range of subjects and topics or works more in-depth in a single or limited range of subjects. • May be required to design activities to supplement programs. • Has occasional supervisory responsibility for other employees, parent help and volunteers. • Supports students' inclusion in school and amongst their peers and takes appropriate action to support their wellbeing. **In Class Support** • Works with small groups/Whole class delivering a range of subjects and topics OR works more in-depth in a single or limited range of subjects. • Displays day-to-day independence although will have regular conversations with colleagues for further direction. • Will make Minor adaptions to lesson plans and resources to ensure learning objectives are achieved and in response to individual student needs. **Translation & Cultural Direction** • Where a staff member has sufficient knowledge of a specific culture and its home language, they may be called upon to. • Use a language other than English in daily conversations to assist or respond to needs. • Use multi-cultural knowledge to guide students and colleagues or develop rapport.

Performance Indicators Specific to MRGS	• **Student Support** • Supports a student's wellbeing by gaining HOD permission and then engaging with family to address identified pastoral issues to enhance the student's ability to attend school and /or participate. • Regular liaison with Classroom teacher and HOD Learning Extension to ensure optimal access to curriculum for targeted students. • Regular conferencing with targeted students to respond effectively to their specific needs. **Administer SAC (Special Assessment Conditions)** • Follow the NCEA SAC guidelines and specific process of support as directed by SENCo and Principal's Nominee • Provide junior students with the opportunity to familiarize themselves with the process to optimize their access of this support as senior students. • Provide junior students with support during end-of–year exams to ensure an accurate and authentic evaluation of students' curriculum knowledge and skills. • For internal NCEA assessments, liaise with classroom teacher to become familiar with the requirements of the assessment and possible texts assessment might be based upon • For internal NCEA assessments act as reader writer over a series of periods, collecting and collating all of student's work. • Provide senior students with support during NCEA assessments to ensure an accurate and authentic evaluation of students' curriculum knowledge and skills. **Professional Involvement** Model the ideals and behaviours that exemplify the vision and principles of the school. **General** • Maintain a high standard of written and oral communication skills. • Undertake professional development as appropriate. • Always maintain confidentiality.
Typical work contacts:	Head of Department Learning Extension, Special Education Needs coordinator (SENCo), Senior Leadership Team, Deans, Teaching and Support staff.