

Mount Roskill Grammar School



Position title: Teacher Aide – ESOL
Grade: BC1
Employment: Permanent
Hours of position: Monday – Friday 9- 3pm, 27.5 hours
Location: ESOL department
Reports to: HOD ESL
Direct reports: Nil

Signed _____ **Dated** _____ **Updated: January 2026**

Scope:	To support classes, small groups and individual students to maximise their academic potential while developing appropriate social skills and level of behaviour.
Key Accountabilities:	<p>Follow a structured programme making minor adaptations and creating activities as required:</p> <ul style="list-style-type: none">• Prepare resources e.g. photocopying, laminating, lesson equipment• Work with individuals and small groups to support a lesson's learning intentions and/or student individual goals• Flexibility to work 1-1 with students, small group work and in-class support with high need ESOL students• Make minor adaptations to lesson plans and develop activities in response to individual student need• Support inclusion in school• Support student wellbeing• Work independently when required• Be willing, if able, to use a language other than English along with multicultural knowledge, to provide support where needed <p>Support students with specific health, behavioural and/or other needs:</p> <ul style="list-style-type: none">• Carry out personal care (Tiaki) for students as required ensuring dignity is maintained• Implement behavioural support programmes and support the day-to-day routines of the centre• Monitor the behavioural needs of students and diffuse situations if needed• Implement therapy programmes as prescribed by the specialists• Ability to respond to timetable changes to meet student needs when required <p>Support Te Reo and Tikanga</p> <ul style="list-style-type: none">• Develop understanding and skill in the appropriate and accurate pronunciation of Te Reo Māori• Demonstrate an understanding of Tikanga when opportunities arise• Support and encourage use of Te Reo and Tikanga in the classroom and wider school community

	<p>Additional Professional Responsibilities</p> <ul style="list-style-type: none"> • Assist with inputting data onto spreadsheets for ministry returns • Demonstrate reliability with attendance and punctuality • Maintain an appropriate dress code • Communicate effectively and work cooperatively with all staff members • Maintain appropriate relationships with students • Maintain classroom organisation and safety • Respect the confidentiality of each student's information (Privacy Act) • Attend professional development as required <p>Health and Safety</p> <ul style="list-style-type: none"> • To evaluate and reflect on your own practice and professional needs • Maintain a clean, safe and effective workplace • Support writing reports on any workplace incidents
Typical work contacts:	<ul style="list-style-type: none"> • ESL HOD and Department, Deans, Careers, Counsellors, Pathways and Gateways Coordinator, Learning Extension and teachers.